

Fran Thomas

ANSON
TECHNICAL
INSTITUTE

General Catalog

1972-73
1973-74



The General William A. Smith home, built in the early 1840's

General Smith, a native of Ansonville and a Civil War Veteran, was dedicated to the welfare of the youth of his community. Evidence of this concern is reflected in the trust fund established by him for support of vocational training of future generations in the Ansonville area.

ANSON TECHNICAL INSTITUTE

THE MEMBERSHIPS AND APPROVALS:

Anson Technical Institute is a member

of

AMERICAN ASSOCIATION OF JUNIOR COLLEGES

AMERICAN TECHNICAL EDUCATION ASSOCIATION

NORTH CAROLINA DEPARTMENT OF COMMUNITY COLLEGES

STUDENT SERVICES PERSONNEL ASSOCIATION

THE ASSOCIATION OF OCCUPATIONAL CURRICULUM
DIRECTORS AND SUPERVISORS

THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
(CORRESPONDENT STATUS)

Anson Technical Institute is recognized and approved

by

NORTH CAROLINA STATE BOARD OF EDUCATION

NORTH CAROLINA DEPARTMENT OF COMMUNITY COLLEGES

NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

DIVISION OF VOCATIONAL REHABILITATION

VETERANS ADMINISTRATION

*North Carolina
state board
of nursing*

GENERAL CATALOGUE

1972-73

1973-74

Post Office Box 68

Ansonville, North Carolina 28007

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Volume 72-2



A MESSAGE FROM THE PRESIDENT

Anson Technical Institute exists to provide individuals with a quality education designed to help them enjoy a successful life. Our programs of study allow the individual to choose courses which will increase his earning power and enrich his understanding of life. Our students come from many different backgrounds, but each one can gain the education necessary to enter new career fields or upgrade job skills. Anson Technical Institute offers our students an education that has the positive power of meeting real economic and inner needs in their lives.

Anson Technical Institute helps the individual reach his goals by providing a wide range of college courses in technical, vocational, and college transfer subjects. Each course leads the student toward an award of a diploma, degree, or certificate. Highly qualified instructors help the student gain knowledge and skills. The staff of Anson Technical Institute takes the time to make sure the student has the latest tools for learning, and personal help with the details of his education. Personal attention, highly skilled instructors, vital study programs, and good equipment, insure the student of a quality education.

An education at Anson Technical Institute rewards the student in many ways. His new skills will assist him in qualifying for new positions. A better paying job will allow him to buy more needed goods and services. Personal satisfaction is gained by mastering skills which will help him and his community. An education at Anson Technical Institute will help the individual cope with the challenges of a technological age.

H. B. MONROE, *President*

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Academic Calendar 1972-73

FALL QUARTER 1972

September	5	Tuesday	Registration 9 a.m. through 9 p.m.
September	6	Wednesday	Classes Begin—Late Registration Fee
September	15	Friday	Last Day for Late Registration
November	21	Tuesday	Fall Quarter Ends

WINTER QUARTER 1972-73

November	27	Monday	Registration 9 a.m. through 9 p.m.
November	28	Tuesday	Classes Begin—Late Registration Fee
December	8	Friday	Last Day for Late Registration
December	15	Friday	Christmas Holidays Begin at 5 p.m.
January	2	Tuesday	Classes Resume at 8 a.m.
February	28	Wednesday	Winter Quarter Ends

SPRING QUARTER 1973

March	5	Monday	Registration 9 a.m. through 9 p.m.
March	6	Tuesday	Classes Begin—Late Registration Fee
March	16	Friday	Last Day for Late Registration
April	19	Thursday	Easter Holidays Begin at 5 p.m.
April	24	Tuesday	Classes Resume at 8 a.m.
May	25	Friday	Spring Quarter Ends

SUMMER QUARTER 1973

June	6	Wednesday	Registration 9 a.m. through 9 p.m.
June	7	Thursday	Classes Begin—Late Registration Fee
June	15	Friday	Last Day for Late Registration
July	4	Wednesday	Independence Day Holiday
August	23	Thursday	Summer Quarter Ends
August	24	Friday	Graduation

Academic Calendar 1973-74

FALL QUARTER 1973

September	5	Wednesday	Registration 9 a.m. through 9 p.m.
September	6	Thursday	Classes Begin—Late Registration Fee
September	14	Friday	Last Day for Late Registration
November	21	Wednesday	Fall Quarter Ends

WINTER QUARTER 1973-74

November	27	Tuesday	Registration 9 a.m. through 9 p.m.
November	28	Wednesday	Classes Begin
December	7	Friday	Last Day for Late Registration
December	14	Friday	Christmas Holidays Begin at 5 p.m.
January	2	Wednesday	Classes Resume
February	28	Thursday	Winter Quarter Ends

SPRING QUARTER 1974

March	4	Monday	Registration 9 a.m. through 9 p.m.
March	5	Tuesday	Classes Begin
March	15	Friday	Last Day for Late Registration
April	11	Thursday	Easter Holidays Begin at 5 p.m.
April	16	Tuesday	Classes Resume
May	23	Thursday	Spring Quarter Ends

SUMMER QUARTER 1974

June	5	Wednesday	Registration 9 a.m. through 9 p.m.
June	6	Thursday	Classes Begin
June	14	Friday	Last Day for Late Registration
July	3	Wednesday	Independence Day Holiday Begins at 5 p.m.
July	8	Monday	Classes Resume
August	23	Friday	Summer Quarter Ends
August	23	Friday	Graduation

TRUSTEES, ADMINISTRATION, FACULTY AND STAFF

BOARD OF TRUSTEES

	Term Expires
Linn D. Garibaldi, Chairman 311 Morven Rd., Wadesboro, N. C.	1975
Olin Ballard, Vice-Chairman Ansonville, N. C.	1975
Tom A. Allen Peachland, N. C.	1977
W. Rowe Henry Morven, N. C.	1975
William A. Hammonds Wadesboro, N. C.	1973
F. Jeff Cloud, Jr. Lilesville, N. C.	1973
J. Hubert Kiker Route 2, Polkton, N. C.	1977
J. B. Watson, Jr. Wadesboro, N. C.	1975
John R. Potter, Jr. Wadesboro, N. C.	1975
W. Cliff Martin Polkton, N. C.	1977
Rommie Pierce Route 2, Polkton, N. C.	1979
I. Boyce Covington Wadesboro, N. C.	1973

ADMINISTRATIVE TRUSTEES

GEN. WILLIAM A. SMITH TRUST

A principal force in the establishment of Anson Technical Institute was the General William A. Smith Trust. Under provisions set forth in the will of the late Gen. Smith, the Administrative Trustees have provided support for this institution with funds for capital outlay and operating expenses.

ROBERT L. CAGLE, JR.
Wadesboro, N. C.

JAMES A. HARDISON, JR.
Wadesboro, N. C.

MARY NELME GRIFFIN
Ansonville, N. C.

ADMINISTRATION & STAFF

H. B. Monroe.....	President
B.S., M.S. State University of New York; Graduate Study Bucknell University, University of Missouri; Ed.D. Colorado State University.	
Floyd V. Hower, Jr.....	Dean of General Education
B.S. Rutgers University; M.A. Ball State University; Ph.D. Michigan State University.	
James A. Keyzer.....	Dean of Technology
A. A. Wilson Technical Institute; North Carolina State University; Volkswagen Service School; Kyser Air-Conditioning School; Cummins Diesel Service School; G.M. Training Center.	
~~B. R. Batts~~	Dean of Student Affairs
A.B. Political Science, University of North Carolina; Doctor of Laws University of North Carolina.	
Don Thompson.....	Evening Director
A.A.S. Stanly Technical Institute	
Clay T. Carpenter.....	Associate Director Continuing Education
A.B. Business Administration, Pfeiffer College; Brevard College; Nashville Auto Diesel College; Fire Service Training, N. C. State University.	
~~Jan R. Wills~~	Director Continuing Education
Medical Xavier University B.S. Morehead State University	
Donnie M. Lowder.....	Business Manager
A.A. Central Piedmont Community College; Advanced Study, N.C. State University.	
Teresa Little.....	Librarian
B.S. Florida A & M University.	
Margaret I. Pennington.....	Library Clerk
~~Nancy V. Martin~~	Library Clerk
Carpenter, Jewell B.....	Secretary, Business Office
~~Riles, Jonie~~	Secretary, Dean of Technology
~~Deese, Linda H.~~	Secretary, Dean of Technology
~~Hough, Louise T.~~	Secretary to the President
Ingold, Barbara.....	Secretary, Printing Services
Thomas, Fran.....	Secretary, Dean of Student Affairs
Ingram, Joseph, Jr.....	Maintenance
~~Tyson, Joseph S.~~	Maintenance

FACULTY

Batts, B. R.....	Business Law, Political Science
A.B. Political Science, University of North Carolina; Doctor of Laws University of North Carolina.	
Brooks, Anne A.....	General Education
A.B. Merideth College; M.A. Columbia University, N.Y.	

Carpenter, Clay T.....Welding
A.B. Business Administration, Pfeiffer College; Brevard College; Nashville
Auto Diesel College; Fire Service Training, N. C. State University.

Carpenter, Joseph I.....Building Trades
Masonry Contractor

Denton, Sam Owen.....General Education
B.A. East Central State College, Oklahoma; M.A. University of Oklahoma.

Frye, William E.....Math, Drafting
B.A. Western Carolina University; M.A. Western Carolina University.

Gilfillan, Charles O.....Business Education
B.B.A. Northwestern University; M.B.A. St. Mary's University of San Antonio. Advanced Study Northwestern University; Air War College; Industrial College of the Armed Forces; Command and Staff College.

~~Goodman, Helen.....Practical Nurse Education~~
~~R.N. University of Michigan; Graduate Study University of North Carolina~~
~~Charlotte.~~

Hinson, Lula G.....Practical Nurse Education
B.S.N. Medical College of Virginia; ~~Advanced Study~~ University of North Carolina Greensboro.

Hillebrand, Joyce.....Business Education
B.S., M.A. Murray State University.

Keyzer, James A.....Auto Diesel
A.A. Wilson Technical Institute; North Carolina State University; Volkswagen Service School; Kyser Air-Conditioning School; Cummins Diesel Service School; G.M. Training School.

Kiker, Myrtle E.....General Education
B.S. Appalachian State University; M.A. University of Colorado; Graduate Study University of Wyoming, Tulane University, Abilene Christian College, East Carolina University, University of New York.

Lee, Arnold.....Building Trades
Building Contractor

Little, E. C.....Welding
Welding Contractor

Lowder, Buell.....Air Conditioning and Refrigeration

McRae, Jackie C.....Practical Nurse Education
R.N. Baptist Hospital, Winston-Salem; Advanced Study Richmond Technical Institute, *Arson technical Institute ; Wingate college.*

Myers, James.....Automotive Mechanics
G.I. Training in Mechanics; G.M. School. Auto Diesel

Randall, Jill.....Learning Resource Center
A.B. Catawba College.

Rushing, Mildred.....

Seigler, William Wyatt.....Building Trades
Building Contractor

Stephens, William F., III.....Learning Resource Center
A.B. English, University of North Carolina; M. Ed. UNC.

Whitley, Arlene — 8 Practical Nurse Education
R.N., California - Advanced Study UNC - Charlotte,
N.C.
to Raleigh

GENERAL INFORMATION

HISTORY

Ansonville Industrial Education Center came into existence in November, 1962 by action of the State Department of Public Instruction. Many local citizens were instrumental in securing this operation for the Anson County area. Trustees of the General William A. Smith Trust, public school officials, and individuals interested in a wider range of educational opportunities for local residents completed arrangements for the establishment of a branch operation in Ansonville. The Center was supported by state, local, and federal funds.

From this beginning in 1962, the Ansonville Industrial Education Center has made steady progress with enrollment exceeding 1,500 students in the past year. Classes are offered in many parts of Anson County in addition to those held at the Center. The high school diploma program, held in conjunction with local school systems, represents a second chance for those who failed to complete their secondary education.

On December 2, 1967, a local board of trustees was officially appointed by the Anson County Board of Education and the County Commissioners. As a result, the Ansonville Industrial Education Center became Anson Technical Institute, a unit of the Department of Community Colleges of North Carolina.

In 1971, Anson Technical Institute was chartered in its own right by the North Carolina Department of Public Instruction.

OBJECTIVES

Anson Technical Institute's primary objective is to provide maximum educational and training opportunities for all persons interested in improving themselves. To attain the objective, the College's Board of Trustees and its administrators subscribe to the "open-door policy" which insures that low-cost or tuition free educational and training programs are available at all levels of learning. In their judgment, the teaching of reading to an adult who cannot read is just as important as preparing a student to enter industry as a tradesman or technician; likewise, equipping the unskilled with a useful skill is as important as developing an untrained mind to a professional level. Thus, the college does not impose restrictive admission standards which may deny college entrance to students who may have a need for its educational and training programs. Aptitude and placement tests, when given, are administered solely to determine a student's potential for success in the program of his choice. When test scores do not indicate a readiness for the desired program of study, the student may be referred to the Directed Studies Laboratory; or he may be counseled to select a more suitable program in which he will likely have a better chance to succeed.

PURPOSES

Anson Technical Institute's policy is to accord equal emphasis to all areas of instruction for which it has responsibility. Specifically, the college wants to offer quality programs in the following areas:

1. Educational programs designed to meet the needs of people who are functionally at or below the eighth grade level.
2. High School diploma programs designed to meet the educational needs of people who did not complete high school.
3. Vocational programs to prepare people, including employed citizens who need training or re-training, for employment in business, industry, government, agriculture, and service occupations.
4. Technical programs to prepare people at the technician or semi-professional level for employment in business, industry, government, agriculture, and service occupations.
5. General Educational two year program, with a one year college transfer option.
6. Programs of a general or cultural nature to meet the needs and desires of the people of the community.

In summary, the objectives and purposes of Anson Technical Institute are to fulfill the individual educational and training needs of the community. At the same time, the college's programs help supply the area with qualified and trained manpower for continued industrial, business, and agricultural growth. The college is dedicated to providing a broad range of educational and training programs that offer people the opportunity to further their education, to improve their individual efficiency, to enrich their cultural lives, and to help make them more effective members of their community.

ADMISSIONS

Anson Technical Institute subscribes to the "Open Door" policy as set forth by the North Carolina Department of Community Colleges. Thus, the College will admit all applicants who are 18 years of age or older and are high school graduates or equivalent to some appropriate program. Admission may be to a curriculum program or to a directed studies program designed to strengthen any educational weaknesses. *All* who apply are admitted.

ADMISSIONS PROCEDURE

Persons wishing to apply for admission to a curriculum program at Anson Technical Institute should contact the Student Affairs Office. An application and interview are generally required for all curriculum programs. An applicant should furnish the Student Affairs office a health certificate by the end of the first week of classes. Because of the special nature of some programs, there may be additional requirements.

PROVISIONAL ADMISSIONS

Students applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such a case, all requirements should be completed with the first quarter of attendance.

VISITING STUDENTS ADMISSION

A person who has been accepted or is enrolled at another institution may be admitted as a visiting student. An application along with a statement from the Dean of the Student's own college must be filed in the Admissions Office. Visiting students may take approved courses for transfer credit.

ADMISSIONS OFFICE

All applications for admission to curriculum programs are processed through the Student Affairs Office. Inquiries concerning admissions should be directed to that office.

ADMISSIONS TO CONTINUING EDUCATION PROGRAMS

Any person who is 18 years old or a high school graduate is eligible to enter a Continuing Education Program. Further information is available in the Continuing Education section of this catalog or from the Director of Continuing Education at the college.

TRANSFER APPLICANTS ADMISSION

Transfer students may enter Anson Technical Institute upon meeting requirements as outlined above. Transcripts of all previous college work must be submitted. Credit will be allowed whenever possible.

FINANCIAL INFORMATION

TUITION PER QUARTER

Tuition	\$32.00
Fees	5.00
Total	<u>\$37.00</u>

Tuition for students taking less than 12 quarter hours is \$2.50 per quarter hour of credit.

NOTE: Tuition is set by state policy and subject to change without notice.

TEXTBOOKS AND SUPPLIES

Students must purchase textbooks and other necessary supplies. For their convenience, the college maintains a bookstore in which these items may be purchased. The cost of these items varies according to the program of study taken by the student.

SPECIAL FEES

Because of the nature of some programs, additional fees may be charged.

ACADEMIC REGULATIONS

QUARTER SYSTEM

Anson Technical Institute operates on the quarter system. The Fall, Winter, Spring, and Summer Quarters are each approximately eleven weeks in length. The College is in session five days per week. Classes normally meet hourly for fifty minutes with a ten minute break between classes. The number of times that a class meets each week is determined by the number of quarter hours credit.

REGISTRATION

All students are required to register at the beginning of each quarter of attendance. No credit will be granted for courses in which the student is not properly registered. Classes missed because of late registration will be counted as absences. Registration instructions are published prior to each registration which provides needed enrollment information.

CHANGE OF SCHEDULE

Changes in class schedules after registration may be made only with approval of the advisor, instructor of the course involved, and the Student Affairs Office.

The last day that courses may be added each quarter is stated on the college calendar (normally one week after registration). Any student wishing to drop a course must complete the drop procedure before the last class of the sixth week of the quarter. Any change of schedule must be officially processed through the Student Affairs Office and the Business Office.

STUDENT COURSE LOAD

The normal student load is 17-20 quarter hours. A student must carry 12 quarter hours to be considered a full-time student. The normal maximum load is 21 quarter hours. The permission of the Department Chairman and the appropriate Dean of Instruction must be obtained in those cases where more than 21 quarter hours are scheduled.

CLASSIFICATION

A student is classified as a freshman from initial enrollment until 48 quarter hours credit has been earned. Students who have earned 48 quarter hours credit or more are classified as seniors.

ATTENDANCE POLICY

Anson Technical Institute considers absences serious in nature and does not condone any absence unless it is absolutely necessary. A student must attend at least 75% of the scheduled class hours to be eligible

to receive credit for a course. This is a college policy and cannot be waived for any reason whatsoever.

The keeping of attendance records and assigning of make-up work are the responsibility of the instructor. Any absence may result in a deduction of quality points or lowering of the grade at the discretion of the instructor.

A student missing 25% or more of the scheduled class hours, for any reason whatsoever, excused or unexcused, with or without permission, cannot receive a passing grade in the course.

GRADING SYSTEM AND QUALITY POINT AVERAGE

The 4.0 quality point system is used to calculate student quality point averages. The letter grades used are:

A	Outstanding	4 quality points
B	Above Average	3 quality points
C	Average	2 quality points
D	Poor	1 quality point
F	Failing	0 quality point
*I	Incomplete	0 quality point

*Incomplete — No grade because of incomplete work. The student must complete the work due and remove the I from his record during the following quarter. An I automatically becomes an F if not removed in the prescribed time.

Au	—	Audit, no grade or quality point
S	—	Satisfactory
U	—	Unsatisfactory
P	—	Passing
W	—	Withdrawal from the course during the school term. This indicates the student will receive no grade and no credit for the course.

The quality point average is calculated by dividing the total number of quality points earned by the total number of quarter hours earned.

An average of C in the major area of study and an overall average of C is required for graduation. An average of C on the 4.0 quality point system is a 2.0 quality point average.

WARNING REPORTS

Warning reports are issued at mid-quarter if a student is failing or in danger of failing. Final quarter grades in all courses are issued as soon as they are processed at the end of each quarter.

DEAN'S LIST AND HONOR ROLL

Anson Technical Institute recognizes outstanding academic achievement by a student through the Dean's List and Honor Roll. Students

enrolled for a minimum of 12 quarter hours and receive a B average (3.0 quality points) will be placed on the Dean's List; students enrolled for a minimum of 12 hours and receive an A (4.0 quality points) will be placed on the Dean's List with high honors for the quarter.

CREDIT BY EXAMINATION

A student may earn credit by examination for a given course, if he can demonstrate the required level of proficiency, as a result of independent study or experience. This credit shall be based on a departmental examination which will be given with the permission of the student's advisor and the concerned department chairman. Grades will be assigned by the department chairman according to test results. A minimum of 30 quarter hours in residence is required for graduation.

REQUIREMENTS FOR GRADUATION

The following requirements apply to all programs; however, some departments may have additional requirements applicable only to that department:

A student must have a 2.00 quality point average in his major, an overall 2.00 average (C average), and have completed all required courses in order to graduate.

Presence at graduation is a requirement. When attendance is impossible, the student may petition, in writing, the Dean of Student Affairs for permission to graduate in absentia. Such petition must be made at least ten days before commencement exercises.

Each graduating student must make application for graduation and pay the appropriate graduation fees at registration for the last quarter prior to graduation.

Upon recommendation of the department chairman and approval of the department faculty and the administration, certain specific graduation requirements may be waived.

WITHDRAWALS

Students withdrawing from the college should contact the Student Affairs Office for the appropriate forms and procedures for official withdrawal.

RE-ADMISSION

A student who has withdrawn for any reason other than disciplinary may re-enter any quarter provided all debts to the college have been paid. Students suspended for disciplinary reasons may be re-admitted at the beginning of the next quarter with approval of the President. Because of limited facilities, students in Health Occupations must have permission of the department chairman to re-enter.

REPEATING COURSE WORK

Any course may be repeated. No course may be counted more than once in calculating the total number of quarter hours credit toward graduation.

TRANSFER OF CREDITS

Educational work completed by the student in other accredited institutions may, where applicable, be credited toward the requirements of a degree, diploma, or program at Anson Technical Institute. Students are expected to file transcripts of all previous college work. A minimum of 30 quarter hours in residence is required for graduation.

Transfer credit from any institution in the North Carolina Department of Community Colleges is accepted. Credit toward technical and vocational programs may be accepted from other agencies at the discretion of the college. Records of prior work will be evaluated by the college. Final acceptance or rejection of transfer credit lies with the college.

Credit earned at Anson Technical Institute can be transferred to similar programs at other institutions of the Department of Community Colleges in North Carolina. Transfer credit is determined by the institution to which the student wishes to transfer.

TRANSCRIPTS

An official transcript of work at Anson Technical Institute will be forwarded to the appropriate institution upon request by the student. One transcript will be prepared without charge. Additional transcripts will be prepared at a cost of \$1.00 per copy. No transcript will be released until the student's account is cleared with the Business Office.



STUDENT SERVICES

COUNSELING

Counseling and guidance services are provided by the college to aid students in determining their vocational and educational programs as well as assisting in resolving problems of a personal nature which might affect progress toward educational objectives.

SOCIAL AND CULTURAL ACTIVITIES

Anson Technical Institute offers a well-rounded program for the social and cultural development of the students. Lectures and exhibits of various kinds are held periodically during the year.

STUDENT GOVERNMENT ASSOCIATION

The purpose of this organization is to promote in each student a personal sense of pride and responsibility in the college and to accept his democratic responsibility as an American citizen.

The student Government acts as an intermediary between the student body and the administration of the college, serving as a student forum representing the student to the college faculty and administration. It also cooperates with the administration in the coordination and the supervision of student activities. Members of the Student Government are elected annually by the students.

PUBLICATIONS

The S.G.A. in cooperation with the Student Affairs Office is responsible for college publications that are published periodically throughout the year. The purposes of these publications include: dissemination of information, establishment of channels of communications, development of student initiative and responsibility, and publication of a permanent record of events and activities.

Published annually is the "On-Looker," the college yearbook, and the college handbook. The "Alpha News," the college newspaper, is published monthly.

THE LEARNING RESOURCE CENTER

The Learning Resource Center has several areas of service which are (1) the Library Area, (2) the Media Area, and (3) the Directed Studies Area. There are facilities for individual and group programmed study located in all areas.

The center is located in spacious and well-lighted quarters designed to offer the best facilities for group and individual enrichment. Books and related media are available for each program offered at the college with additional general interest and reference materials.

Professionally trained personnel, clerical staff, and student assistants are available to help the students and faculty receive the greatest benefits

from the Learning Resource Center. The Center is open from 8:00 a.m. to 9:30 p.m. Monday through Thursday and 8:00 a.m. through 5:00 p.m. on Friday.

PLACEMENT SERVICE

Anson Technical Institute offers a job placement service for assisting students needing work while in attendance and upon graduation. Further information is available from the Student Affairs Office.

STUDENT LOANS

Student loans are available for full-time students who need financial assistance to begin or to continue occupational education. Students who have been accepted for admission and wish to apply for a student loan should complete an application form at least six weeks prior to initial enrollment. Loan application forms and detailed information are available upon request from the Office of Student Personnel.

VETERANS

Veterans and children of deceased veterans who want to attend school under Public Law 550 (the G.I. Bill) may receive educational benefits provided they meet the requirements established by the Veterans Administration. Application for these benefits is made through the local V. A. Office; however, the student is advised to discuss his plans with the school counselor prior to making application to the V. A.

The contact hours shown in the catalog are minimal. It is the policy of this institute to permit students to enroll in additional subjects and laboratory work beyond those shown in the catalog in order to broaden their training.

When in any quarter the total weekly contact hours listed are fewer than twenty-five hours in a technical curriculum and fewer than thirty hours in a vocational trade curriculum, a student may enroll on request for additional hours deemed by the institution to be consistent with the program and appropriate to the student in order to meet the minimum requirements of the Veterans Administration.

VOCATIONAL REHABILITATION

The Institute cooperates with various Vocational Rehabilitation Agencies in providing educational opportunities for persons with physical and health limitations.

WORK-STUDY PROGRAM

Work-study positions are available under provisions of the Federal Student Financial Aid Programs. To be eligible, the person must be enrolled or accepted for enrollment as a full-time student. Students approved for this program may be employed up to a maximum of 15 hours per week after regularly scheduled classes. Requests for information and application forms should be directed to the Office of Student Personnel.

STUDENT LIFE

Anson Technical Institute is interested in developing each student to his fullest potential. With this goal in mind, the college strives to offer the utmost in academics as well as social and cultural activities to build a well-rounded person.

STUDENT RESPONSIBILITY

Students at Anson Technical Institute are expected to conduct themselves as ladies and gentlemen in accordance with generally accepted standards of behavior and decency at all times. The college is in accordance with Federal, State, and local statutes and will cooperate with the respective law enforcement agencies in their enforcement.

STUDENT HOUSING

The college does not have dormitory facilities. A list of available off-campus housing can be obtained from the Student Affairs Office.

VEHICLE REGISTRATION

All vehicles driven on the campus must be registered and have a parking permit properly displayed. Any violation of college traffic rules and regulations may result in a fine.

COLLEGE UNION

The college provides facilities for the convenience of the students. Included in the lounge area is a snack area for sandwiches, soft drinks, and candies; a T.V. area; an area for study; a recreational area; and the student government office and meeting room.



EDUCATIONAL PROGRAMS

ASSOCIATE IN APPLIED SCIENCE DEGREE

Accounting	Industrial Management
Business Administration	Legal Secretary
Executive Secretary	Marketing & Retailing
General Office Technology	Medical Secretary

ASSOCIATE DEGREE IN GENERAL EDUCATION

General Education
Curriculum
with
College Transfer Option

DIPLOMA

Air Conditioning & Refrigeration	Light Construction
Automotive Mechanics	Masonry
Carpentry	Practical Nurse Education
Diesel Vehicle Maintenance	Welding

CONTINUING EDUCATION

Basic Education (Grades 1-8)	Learning Laboratory
Education High School Courses	New Industry Training
Cultural, Creative, & General Interest Courses	Rescue Squad & Ambulance Training
Fire Service Training	Management Development Training
	Hospitality & Tourism Ed.

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Associate in Applied Science Degree is awarded upon completion of one of the following programs:

Accounting	Industrial Management
Business Administration	Legal Secretary
Executive Secretary	Marketing & Retailing
General Office Technology	Medical Secretary

The programs of study leading to an Associate in Applied Science Degree are designed to prepare students to earn a living as technical personnel in business, industry, the health occupations or as owner-operators of their own establishments. This design recognizes that general education subjects take on occupational significance in community living, and that the technical subjects provide the freedom of action resulting from occupational competency.

Technical Education has recently assumed new importance in North Carolina and throughout the United States. Acute shortages of trained manpower have developed in many areas despite a surplus of persons who seemingly possess ability and interest in preparing themselves for technical occupations if appropriate opportunities were available.

Technical programs are not primarily intended for transfer to a four-year college or university. The ultimate objective is employment and further growth through occupational experience. The Associate in Applied Science degree is conferred to those students successfully completing a technical education program.

ACCOUNTING

Accounting is a process of measuring and reporting various functions of business and governmental organizations. These measurements are in terms of dollars and material, labor, time, index numbers, and other valid units of measurement. Accounting gives meaning to these measurements, and is justly described as the "language of business."

The duties and responsibilities of an accountant vary somewhat in different firms. Some of the things an accountant might do are record transactions, render periodic reports, maintain cost records, make special reports, complete tax returns, audit the books, and advise management in areas of financial affairs.

The graduates of the Accounting Curriculum may qualify for various jobs in business and industry leading to any of the following accounting positions: accounting clerk, payroll clerk, accounting machine operator, auditor, and cost accountant. This training plus further experience should prepare them to become office managers or accounting supervisors, and to fill other responsible positions in a business firm.

ACCOUNTING

			Hours Per Week		Quarter
Course Title			Class	Lab	Hours Credit
<i>First Quarter</i>					
T-ENG	101	Grammar	3	0	3
T-BUS	102	Typewriting	2	3	3
T-MAT	110	Business Mathematics	5	0	5
T-BUS	101	Introduction to Business	5	0	5
T-ECO	102	Economics	3	0	3
			18	3	19
<i>Second Quarter</i>					
T-ENG	102	Composition	3	0	3
T-BUS	120	Accounting	5	2	6
T-ECO	104	Economics	3	0	3
T-BUS	115	Business Law	3	0	3
T-BUS	123	Business Finance	3	0	3
			17	2	18
<i>Third Quarter</i>					
T-ENG	103	Report Writing	3	0	3
T-BUS	124	Business Finance	3	0	3
T-BUS	110	Office Machines	2	2	3
T-BUS	121	Accounting	5	2	6
T-BUS	116	Business Law	3	0	3
			16	4	18
<i>Fourth Quarter</i>					
T-ENG	204	Oral Communication	3	0	3
T-EDP	104	Introduction to Data Processing Systems	3	2	4
T-BUS	222	Accounting	5	2	6
			6	0	6
			17	4	19
<i>Fifth Quarter</i>					
T-ENG	206	Business Communication	3	0	3
T-BUS	223	Accounting	5	2	6
T-BUS	225	Cost Accounting	3	2	4
T-BUS	235	Business Management	3	0	3
			3	0	3
			17	4	19
<i>Sixth Quarter</i>					
T-BUS	229	Taxes	3	2	4
T-BUS	269	Auditing	3	2	4
			3	0	3
			4	0	4
			13	4	15

BUSINESS ADMINISTRATION

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in this State, business has become more competitive and automated. Better opportunities in business will be filled by students with specialized education beyond the high school level. The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in many phases of administrative work that might be encountered in the average business.

The specific objectives of the Business Administration Curriculum are to develop the following competencies:

1. Understanding of the principles of organization and management in business operations.
2. Understanding our economy through study and analysis of the role of production and marketing.
3. Knowledge in specific elements of accounting, finance, and business law.
4. Understanding and skill in effective communication for business.
5. Knowledge of human relations as they apply to successful business operations in a rapidly expanding economy.

The graduate of the Business Administration Curriculum may enter a variety of career opportunities from beginning sales person or office clerk to manager trainee. The duties and responsibilities of this graduate vary in different firms. These encompassments might include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervising. Positions are available in business such as advertising, banking, credit, finance, retailing, wholesaling, hotel, tourist and travel industry, insurance, transportation, and communications.



BUSINESS ADMINISTRATION

		Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
<i>First Quarter</i>					
T-ENG	101	✓ Grammar ✓	3	0	3
T-BUS	102	✓ Typewriting (or Elective)	2	3	3
T-MAT	110	✓ Business Mathematics	5	0	5
T-BUS	101	✓ Introduction to Business	5	0	5
T-ECO	102	Economics	3	0	3
			18	3	19
<i>Second Quarter</i>					
T-ENG	102	Composition	3	0	3
T-BUS	120	Accounting	5	2	6
T-ECO	104	Economics	3	0	3
T-BUS	115	Business Law	3	0	3
T-BUS	123	Business Finance	3	0	3
			17	2	18
<i>Third Quarter</i>					
T-ENG	103	Report Writing ✓	3	0	3
T-BUS	124	Business Finance	3	0	3
T-BUS	110	Office Machines	2	2	3
T-BUS	121	Accounting	5	2	6
T-BUS	116	Business Law	3	0	3
			16	4	18
<i>Fourth Quarter</i>					
T-ENG	204	Oral Communication	3	0	3
T-BUS	232	Sales Development	3	0	3
T-EDP	104	Introduction to Data Processing Systems	3	2	4
T-BUS	239	Marketing	5	0	5
		Elective	3	0	3
			17	2	18
<i>Fifth Quarter</i>					
T-ENG	206	Business Communication	3	0	3
		Social Science Elective	3	0	3
T-BUS	243	Advertising	3	2	4
T-BUS	235	Business Management	3	0	3
		Elective	3	0	3
			15	2	16
<i>Sixth Quarter</i>					
		Social Science Elective	3	0	3
T-BUS	229	Taxes	3	2	4
T-BUS	272	Principles of Supervision ✓	3	0	3
T-BUS	271	Office Management	3	0	3
		Elective	6	0	6
			18	2	19

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EXECUTIVE SECRETARY

The demand for better qualified secretaries in our ever-expanding business world is becoming more acute. The purpose of this curriculum is to outline a training program that will provide training in the accepted procedures required by the business world and to enable persons to become proficient soon after accepting employment in the business office.

The Executive Secretary Curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the business world. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Executive Secretary Curriculum should have a knowledge of business terminology, skill in dictation and accurate transcription of business letters and reports. The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to an executive. She may enter a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.



EXECUTIVE SECRETARY

			Hours Per Week	Quarter
Course Title			Class	Hours Credit
<i>First Quarter</i>				
T-ENG	101	Grammar	3	0 3
T-BUS	102	Typewriting	2	3 3
T-MAT	110	Business Mathematics	5	0 5
T-BUS	101	Introduction to Business	5	0 5
T-BUS	106	Shorthand	3	2 4
			18	5 20
<i>Second Quarter</i>				
T-ENG	102	Composition	3	0 3
T-BUS	103	Typewriting	2	3 3
T-BUS	107	Shorthand	3	2 4
T-BUS	120	Accounting	5	2 6
T-BUS	115	Business Law	3	0 3
			16	7 19
<i>Third Quarter</i>				
T-ENG	103	Report Writing	3	0 3
T-BUS	104	Typewriting	2	3 3
T-BUS	108	Shorthand	3	2 4
T-BUS	112	Filing	3	0 3
T-BUS	110	Office Machines	2	2 3
			13	7 16
<i>Fourth Quarter</i>				
T-ENG	204	Oral Communication	3	0 3
T-BUS	205	Advanced Typewriting	2	3 3
T-BUS	211	Office Machines	2	2 3
T-BUS	206E	Dictation and Transcription	3	2 4
T-EDP	104	Introduction to DP Systems	3	2 4
			13	9 17
<i>Fifth Quarter</i>				
T-ENG	206	Business Communication	3	0 3
T-BUS	207E	Dictation and Transcription	3	2 4
T-BUS	214	Secretarial Procedures	3	2 4
		Social Science Elective	3	0 3
		Elective	6	0 6
			18	4 20
<i>Sixth Quarter</i>				
T-BUS	208E	Dictation and Transcription	3	2 4
T-BUS	271	Office Management	3	0 3
		Social Science Elective	3	0 3
		Elective	6	0 6
			15	2 16

GENERAL OFFICE TECHNOLOGY

More people are now employed in clerical occupations than in any other single job category. Automation and increased production will mean that these people will need more technical skills and a greater adaptability for diversified types of jobs.

The General Office Occupations curriculum is designed to develop the necessary variety of skills for employment in the business world. Specialized training in skill areas is supplemented by related courses in mathematics, accounting, business law, and applied psychology.

The graduate of the General Office Occupations curriculum may be employed as an administrative assistant, accounting clerk, assistant office manager, bookkeeper, file clerk, machine transcriptionist, or a variety of other clerical-related jobs. Positions are available in almost every type of business, large or small.



GENERAL OFFICE TECHNOLOGY

			Hours Per Week		Quarter
Course Title			Class	Lab	Hours Credit
<i>First Quarter</i>					
T-ENG	101	Grammar	3	0	3
T-BUS	102	Typewriting (or Elective)	2	3	3
T-MAT	110	Business Mathematics	3	4	5
T-BUS	101	Introduction to Business	3	4	5
T-ECO	102	Economics	1	4	3
			12	15	19
<i>Second Quarter</i>					
T-ENG	102	Composition	3	0	3
T-BUS	103	Typewriting (or Elective)	2	3	3
T-BUS	110	Office Machines	2	3	3
T-BUS	115	Business Law	1	4	3
T-BUS	120	Accounting	2	8	6
			10	18	18
<i>Third Quarter</i>					
T-ENG	103	Report Writing	3	0	3
T-BUS	104	Typewriting	2	3	3
T-BUS	112	Filing	1	4	3
T-BUS	116	Business Law	1	4	3
T-BUS	121	Accounting	2	8	6
			9	19	18
<i>Fourth Quarter</i>					
T-ENG	204	Oral Communication	3	0	3
T-BUS	205	Advanced Typewriting	2	3	3
T-BUS	211	Office Machines	2	3	3
T-BUS	232	Sales Development	1	4	3
T-BUS	212	Machine Transcription—Business	1	4	3
		Elective	3	2	4
			12	16	19
<i>Fifth Quarter</i>					
T-ENG	206	Business Communication	3	0	3
T-BUS	213	Office Procedures	3	2	4
T-EDP	104	Introduction to Data			
		Processing Systems	3	2	4
		Social Science Elective	3	2	4
		Elective	2	6	6
			14	12	21
<i>Sixth Quarter</i>					
T-BUS	271	Office Management	1	4	3
T-BUS	229	Taxes	3	2	4
T-BUS	210E	Typing Office Practice	2	3	3
		Social Science Elective	1	4	3
		Elective	1	4	3
			8	17	16

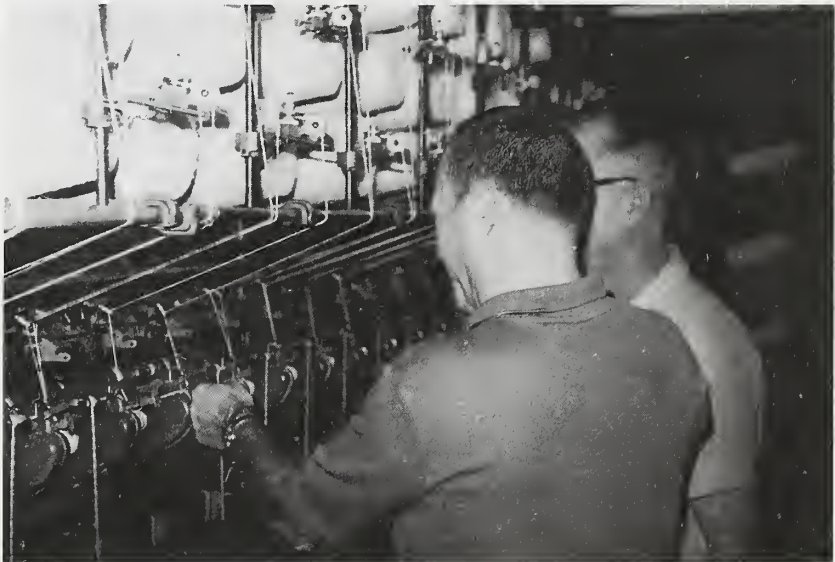
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INDUSTRIAL MANAGEMENT

Industry's needs in positions of supervision and mid-management have grown extensively with the development of new methods of manufacturing and with the increase in the national economy. This need has added emphasis to the necessity for well-trained individuals that can understand new methods and keep abreast of trends in the economy. The supervisor and persons in mid-management must be concerned daily with human behavior and the psychological factors which affect personnel working under their direction. They must also be conscious of the responsibilities of their position toward the total economic well being of the industry.

This course is designed to develop the individual's abilities in the art of communicating with his fellow worker by providing him with training in business and industrial management, psychology, production methods, and the general and social education that broadens one's perspective. This training should provide one with the opportunity to enter into an industrial occupation and, with experience, assume the responsibilities that go with supervisory and mid-management positions in industry.

The supervisor or foreman coordinates the activities of workers in one or more occupations. His duties may encompass the interpreting of company policies of workers, involvement in planning of production schedules and estimating of man hour requirements for job completion, establishment or adjustment of work procedures, analyzes and resolves work problems, and initiates or suggests plans to motivate workers to achieve work goals.



INDUSTRIAL MANAGEMENT

			Hours Per Week	Quarter
			Class	Hours
			Lab	Credit
<i>First Quarter</i>				
T-ENG	101	Grammar	3	0
T-MAT	110	Business Mathematics	5	0
T-BUS	101	Introduction to Business	5	0
T-ECO	102	Economics or Consumer Economics	3	0
			16	0
				16
<i>Second Quarter</i>				
T-ENG	102	Composition	3	0
T-ECO	104	Economics or Consumer Economics	3	0
T-BUS	123	Business Finance	3	0
T-BUS	120	Accounting	5	2
T-BUS	115	Business Law	3	0
			17	2
				18
<i>Third Quarter</i>				
T-ENG	103	Report Writing	3	0
T-ISC	231	Manufacturing Cycles	5	0
T-ISC	211	Work Measurement	3	2
T-ISC	102	Industrial Safety	3	0
T-BUS	272	Principles of Supervision	3	0
			17	2
				18
<i>Fourth Quarter</i>				
T-ENG	204	Oral Communication	3	0
T-ISC	207	Foremanship Supervision	3	2
T-BUS	233	Personnel Management	3	0
T-MEC	213	Production Planning	3	3
T-BUS	239	Marketing	5	0
			17	5
				19
<i>Fifth Quarter</i>				
T-PSY	206	Applied Psychology	3	0
T-ISC	202	Quality Control	3	2
T-ISC	209	Plant Layout	3	2
T-ECO	201	Labor Economics and		
		Labor Relations	3	2
T-ISC	120	Principles of Industrial Management	3	2
			15	8
				19
<i>Sixth Quarter</i>				
T-ISC	220	Management Problems	3	0
T-ISC	204	Value Analysis	3	0
T-ISC	210	Job Analysis and Evaluation	3	2
		Social Science Elective	3	0
		Elective	3	0
			15	2
				16

LEGAL SECRETARY

The demand for better qualified legal secretaries in our ever-expanding legal profession is becoming more acute. The purpose of the Legal Secretary Curriculum is to outline a training program that will provide specialized training in the accepted procedures required by the legal profession, and to enable persons to become proficient soon after accepting employment in the legal office.

The curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the legal profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Legal Secretary Curriculum should have a knowledge of legal terminology, skill in dictation and accurate transcription of legal records, reports, letters, and documents. The duties of a legal secretary may consist of: taking dictation and transcribing letters, memoranda and reports, meeting office callers and screening telephone calls, filing, and scheduling appointments. Opportunities for employment of the graduate exist in a variety of secretarial positions in the legal profession such as in lawyers' offices and state and government offices.



LEGAL SECRETARY

			Hours Per Week	Quarter	
Course Title			Class	Hours Credit	
First Quarter					
T-ENG	101	Grammar	3	0	3
T-BUS	102	Typewriting	2	3	3
T-MAT	110	Business Mathematics	5	0	5
T-BUS	101	Introduction to Business	5	0	5
T-BUS	106	Shorthand	3	2	4
			18	5	20
Second Quarter					
T-ENG	102	Composition	3	0	3
T-BUS	103	Typewriting	2	3	3
T-BUS	107	Shorthand	3	2	4
T-BUS	120	Accounting	5	2	6
T-BUS	115	Business Law	3	0	3
			16	7	19
Third Quarter					
T-ENG	103	Report Writing	3	0	3
T-BUS	104	Typewriting	2	3	3
T-BUS	108	Shorthand	3	2	4
T-BUS	110	Office Machines	2	2	3
T-BUS	112	Filing	3	0	3
T-BUS	183L	Terminology and Vocabulary	3	0	3
			16	7	19
Fourth Quarter					
T-ENG	204	Oral Communication	3	0	3
T-BUS	206L	Dictation and Transcription	3	2	4
T-BUS	205	Advanced Typewriting	2	3	3
T-BUS	211	Office Machines	2	2	3
T-EDP	104	Introduction to Data Processing Systems	3	2	4
			13	9	17
Fifth Quarter					
T-ENG	206	Business Communication	3	0	3
T-BUS	207L	Dictation and Transcription	3	2	4
T-BUS	214	Secretarial Procedures	3	2	4
		Social Science Elective	3	0	3
		Elective	3	0	3
			15	4	17
Sixth Quarter					
T-BUS	208L	Dictation and Transcription	3	2	4
T-BUS	271	Office Management	3	0	3
		Social Science Elective	3	0	3
		Elective	6	0	6
			15	2	16

MARKETING AND RETAILING

Marketing and Retailing Technology is a two-year course of study designed to prepare individuals for entry level positions related to sales, advertising, and retailing.

Opportunities for employment are increasing in the Piedmont area. Individuals will be needed to fill additional jobs in the field of marketing, retailing, and advertising. Job opportunities in this field are retail trainees, advertising trainees, copywriters, banking, credit department, finance, hotel, tourist and travel industry, insurance, selling—retail, wholesale, and industrial, also in transportation and communications.

Students who desire to enter the business world will find this course of study profitable and rewarding toward a job in the field of business.



MARKETING AND RETAILING

			Hours Per Week	Quarter
Course Title			Class	Hours Credit
<i>First Quarter</i>				
T-ENG	101	Grammar	3	0 3
T-MAT	110	Business Mathematics	5	0 5
T-BUS	101	Introduction to Business	5	0 5
T-ECO	102	Economics	3	0 3
			16	0 16
<i>Second Quarter</i>				
T-ENG	102	Composition	3	0 3
T-BUS	120	Accounting	5	2 6
T-ECO	104	Economics	3	0 3
T-BUS	115	Business Law	3	0 3
T-BUS	123	Business Finance	3	0 3
			17	2 18
<i>Third Quarter</i>				
T-ENG	103	Report Writing	3	0 3
T-BUS	124	Business Finance	3	0 3
T-BUS	110	Office Machines	2	2 3
T-BUS	121	Accounting	5	2 6
T-BUS	116	Business Law	3	0 3
			16	4 18
<i>Fourth Quarter</i>				
T-ENG	204	Oral Communication	3	0 3
T-BUS	232	Sales Development	3	0 3
T-EDP	104	Introduction to Data Processing Systems	3	2 4
T-BUS	239	Marketing	5	0 5
T-BUS	249	Buying and Merchandising	2	2 3
			16	4 18
<i>Fifth Quarter</i>				
T-ENG	206	Business Communications	3	0 3
T-BUS	243	Advertising	3	2 4
T-BUS	247	Business Insurance	3	0 3
T-BUS	260	Commercial Display and Design I	3	0 3
T-BUS	262	Fashion in Retailing	2	2 3
			3	0 3
			17	4 19
<i>Sixth Quarter</i>				
T-BUS	219	Credit Procedure and Problems	3	0 3
T-BUS	241	Sales Promotion Management	3	0 3
T-BUS	261	Commercial Display and Design II	1	9 4
			3	0 3
			3	0 3
			13	9 16

ASSOCIATE DEGREE IN GENERAL EDUCATION WITH COLLEGE TRANSFER OPTION

Anson Technical Institute provides the freshman year of college on its campus through a contractual agreement with Pembroke State University. A full time student will normally complete 48 quarter hours of college courses during the first year. The student will then make application to Pembroke State University or another accredited college or university for transfer of these credits and enroll as a sophomore.

Students may transfer a maximum of 63 quarter hours to Pembroke State University. Students who do not wish to transfer to a college or university after the first year may elect to continue study at Anson Technical Institute and earn the Associate Degree in General Education.

The first year of the curriculum provides a basic core of 48 hours of general education work. The second year of course work is designed for students to build on this basic core of general education and also to take specialty courses based on the interests of the individual students.



GENERAL EDUCATION

The General Education program is designed to provide an educational program beyond the high school for those students who desire a basic exposure to the liberal arts, but would like to tailor their program to personal interests rather than to specific professional requirements.

A cluster of General Education courses in the disciplinary areas of English and literature, fine arts, social sciences, science, and mathematics are provided in the first year of study. The second year of study is a cluster of business courses intermixed with social science courses.

Students enrolled in this program will have the option of transfer to senior colleges at the end of the first year, or they may elect to complete the second year.

GENERAL EDUCATION

The curriculum includes courses from the following disciplinary areas:

			Quarter Hours Credit
Course Title			
<i>Economics</i>			
ECO	201	Principles of Economics I	5
<i>English and Literature</i>			
ENG	105	Composition	5
ENG	106	Composition	5
ENG	205	World Literature	5
ENG	206	World Literature	5
<i>Fine Arts</i>			
SPE	101	Speech Fundamentals	5
ART	205	History and Application of Art	5
MUS	230	Introduction to the Appreciation of Music	5
<i>Health and Physical Education</i>			
PE	101	General Physical Education	2
HE	101	Personal Health and Hygiene	2
PE	102	General Physical Education	2
PE	215	Individual Sports	2
<i>Mathematics</i>			
MAT	105	Introduction to College Math	5
MAT	107	College Algebra	5
<i>Psychology</i>			
PSY	101	Introductory Psychology	5
<i>Social Science</i>			
HIST	207	American History	5
HIST	208	American History	5
SOC	201	Introduction to Sociology	5
GEO	201	Principles of Geography	5
POL	201	American National Government	5

DIPLOMA PROGRAMS

A diploma is awarded upon the completion of one of the following programs of study:

Air Conditioning & Refrigeration	Light Construction
Automotive Mechanics	Masonry
Carpentry	Practical Nurse Education
Diesel Vehicle Maintenance	Welding

The major aims of the programs leading to a diploma are to prepare skilled craftsmen to successfully meet the manpower needs created by technological advancement and to provide related areas of study which equip the student with the ability to develop an understanding of the free enterprise system and an appreciation for a broader social implication of life in a democratic society.

Vocational programs are designed to prepare the student for initial employment, retraining for new skills, or for advancement within a given vocation.

While a high school graduation is desirable, it is not mandatory for entrance into these programs. A person with less than a high school education may be accepted provided he can demonstrate sufficient experience and ability.

AIR CONDITIONING AND REFRIGERATION

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new building construction for business and commercial use have "all year" comfort systems. Many homes now have air conditioning and the trend is toward greater use of "all year" systems of cooling and heating. The food industry is requiring greater use of refrigeration systems in freezing, storage, and display of products. With this great upswing in the use of air conditioning and refrigeration equipment, a greater demand is made on trained personnel to install, operate, maintain and service this equipment.

This curriculum is designed to give the students practical knowledge that will enable them to become capable servicemen in the industry. The principal objective has been to outline the required technical and related instruction to enable them to understand the basic principles involved in the construction, operation, and maintenance of equipment. Job opportunities exist with companies that specialize in air conditioning, sheet metal, and commercial refrigeration installation and service. The

service man is employable in areas of sales, maintenance, installation, and in growing fields of truck and trailer refrigeration.

The air conditioning and refrigeration mechanic installs, inspects, maintains, services, and repairs domestic and commercial equipment. Connects motors, compressors, temperature controls, humidity controls, and circulating fans to control panels. Tests systems, observes pressure and vacuum gauges and adjusts controls to insure proper operation.

AIR CONDITIONING AND REFRIGERATION

			Hours Per Week		Quarter
Course Title			Class	Lab	Hours Credit
<i>First Quarter</i>					
AHR	1121✓	Principles of Refrigeration	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
ENG	1101✓	Reading Improvement	2	0	2
PHY	1101✓	Applied Science	3	2	4
DFT	1104	Blueprint Reading: Mechanical	0	3	1
			13	17	19
<i>Second Quarter</i>					
AHR	1122✓	Domestic and Commercial Refrigeration	3	9	6
MAT	1102	Algebra	5	0	5
ENG	1102	Communication Skills	3	0	3
ELC	1102✓	Applied Electricity	2	3	3
DFT	1116✓	Blueprint Reading: Air Conditioning	1	3	2
			14	15	19
<i>Third Quarter</i>					
AHR	1123✓	Principles of Air Conditioning	3	12	7
AHR	1128	Automatic Controls	3	6	5
PSY	1101	Human Relations	3	0	3
WLD	1101✓	Basic Gas Welding	0	3	1
			9	21	16
<i>Fourth Quarter</i>					
AHR	1124✓	Air Conditioning and Refrigeration Servicing	3	6	5
AHR	1126✓	All Year Comfort Systems	3	6	5
MEC	1120	Duct Construction and Maintenance	3	6	5
BUS	1103	Small Business Operations	3	0	3
			12	18	18

AUTOMOTIVE MECHANICS

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practices.

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks, buses and a variety of gasoline-powered equipment. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in particular types of repair work. For example, some may specialize in repairing only power steering and power brakes, or automatic transmissions. Usually such specialists have an all-around knowledge of automotive repair and may occasionally be called upon to do other types of work.



AUTOMOTIVE MECHANICS

			Hours Per Week	Quarter	
Course Title			Class	Hours Credit	
First Quarter					
✓PME	1101	Internal Combustion Engines	3	12	7
✓MAT	1101	Fundamentals of Mathematics	5	0	5
✓ENG	1101	Reading Improvement	2	0	2
✓PHY	1101	Applied Science	3	2	4
			13	14	18
Second Quarter					
✓PME	1102	Engine Electrical and Fuel Systems	5	12	9
✓ENG	1102	Communication Skills	3	0	3
✓DFT	1101	Schematics and Diagrams:			
		Power Mechanics	0	3	1
✓PHY	1102	Applied Science	3	2	4
			11	17	17
Third Quarter					
✓AUT	1123	Automotive Chassis and			
		Suspension Systems	3	9	6
✓AUT	1121	Braking Systems	3	3	4
✓PSY	1101	Human Relations	3	0	3
AHR	1101	Automotive Air Conditioning	2	3	3
✓WLD	1101	Basic Gas Welding	0	3	1
			11	18	17
Fourth Quarter					
✓AUT	1124	Automotive Power Train Systems	3	9	6
✓AUT	1125	Automotive Servicing	3	9	6
✓BUS	1103	Small Business Operations	3	0	3
			9	18	15

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CARPENTRY

Carpentry is one of the basic trades in the construction field. Carpenters construct, erect, install, and repair structures of wood, plywood, and wallboard, using hand and power tools. The work must conform to local building codes for both residential and commercial structures.

This curriculum in carpentry is designed to train the individual to enter the trade with a background in both shop skills and related information. He must have a knowledge of mathematics, blueprint reading, methods of construction and a thorough knowledge of building materials.

The modern carpenter will work on new construction, maintenance, and repair of many types of structures, both residential and commercial. He should have an understanding of building materials, concrete form construction, rough framing, roof and stair construction, the application of interior and exterior trim, and the installation of cabinets and fixtures.

Most carpenters are employed by contractors in the building construction fields. When specializing in a particular phase of carpentry, the job is designated according to the specialty as layout carpenter, framing carpenter, concrete form carpenter, scaffolding carpenter, acoustical and insulating carpenter, and finish carpenter.



CARPENTRY

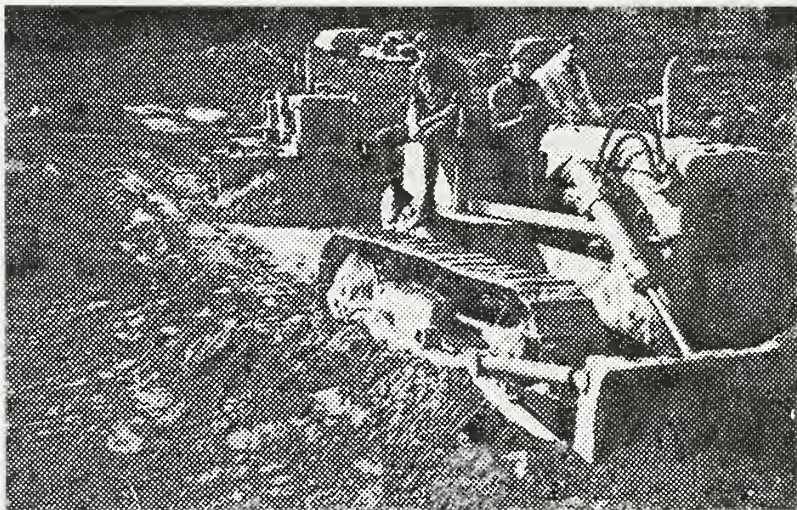
			Hours Per Week	Quarter
			Class	Hours Credit
			Lab	
<i>First Quarter</i>				
CAR	1001	Practical Carpentry I	5	15
EDU	1026	General Studies I	10	10
			15	25
<i>Second Quarter</i>				
CAR	1002	Practical Carpentry II	5	15
EDU	1027	General Studies II	10	10
			15	25

DIESEL VEHICLE MAINTENANCE

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust diesel powered equipment. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern internal combustion engine, chassis and suspensions, and power trains come in class assignments, discussion, and shop practice.

Complexity in diesel powered vehicles increases each year because of scientific discovery and new engineering. The use of diesel engines in power farm and construction equipment, electric generators, trucks, buses, trains, automobiles and ships has been increasing. Many diesel vehicle mechanics specialize in rebuilding engines that have operated for many hours. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as engines and vehicles are changed year by year.

Diesel vehicle mechanics maintain and repair engines, chassis and suspension, and power trains used to power farm equipment, construction equipment, buses, and trucks. They use handtools, precision measuring and testing instruments, and power tools in overhauling and maintaining diesel power equipment.



DIESEL VEHICLE MAINTENANCE

			Hours Per Week	Quarter	
Course Title			Class	Hours	
			Lab	Credit	
First Quarter					
PME	1101	Internal Combustion Engines	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
ENG	1101	Reading Improvement	3	0	3
PHY	1101	Applied Science	3	2	4
			14	14	19
Second Quarter					
PME	1102	Engine Electrical and Fuel Systems	5	12	9
ENG	1102	Communication Skills	3	0	3
DFT	1101	Schematics and Diagrams: Power Mechanics	0	3	1
PHY	1102	Applied Science	3	2	4
			11	17	17
Third Quarter					
PME	1145	Chassis and Suspension Systems	3	9	6
PME	1121	Braking Systems	3	6	5
AHR	1101	Automotive Air Conditioning	2	3	3
PSY	1101	Human Relations	3	0	3
WLD	1102	Basic Arc Welding	0	3	1
			11	21	18
Fourth Quarter					
PME	1144	Power Trains	3	9	6
PME	1103	Diesel Engine Servicing	3	9	6
BUS	1103	Business Operations	3	0	3
			9	18	15

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MASONRY

This curriculum is designed to give the students knowledge of the fundamentals of masonry. Emphasis in the shop is placed on fundamental skills using the trowel, level, line jointers, and masonry saw.

Shop projects include building corners, fireplaces, chimneys, all types of bonds, and ornamental work.

Students take related courses in mathematics, English, and blueprint reading. Latest developments in the masonry field, and related plumbing, heating, electrical, and carpentry are included in the classroom part of the masonry courses.

Upon completion of the requirements listed below, the student should be a qualified apprentice brick mason with an opportunity to advance rapidly in the masonry field.

With the tremendous growth of industries and the volume of masonry being used for building, employment is no problem. Opportunities are found with private builders, general contractors, or one's own business after several years' experience.



MASONRY

			Hours Per Week	Quarter
Course Title			Class	Hours Credit
<i>First Quarter</i>				
MAS	1101	Bricklaying	5	15
MAT	1101	Fundamentals of Mathematics	5	0
DFT	1110	Blueprint Reading: Building Trades	5	0
			15	20
<i>Second Quarter</i>				
MAS	1102	Bricklaying	5	15
MAT	1112	Building Trades Mathematics	5	0
DFT	1111	Blueprint Reading and Sketching	5	0
			15	20
<i>Third Quarter</i>				
MAS	1103	General Masonry	5	15
MAS	1113	Masonry Estimating	2	3
DFT	1112	Blueprint Reading and Sketching	3	2
			10	20
				17

LIGHT CONSTRUCTION

Building construction in homes, industries, businesses and schools continues to increase and skilled building craftsmen are needed. This program provides training in the areas of masonry, carpentry, electrical wiring and plumbing. The graduate of this program will be able to plan, supervise, estimate and construct homes and buildings.



LIGHT CONSTRUCTION

			Hours Per Week	Quarter	
Course Title			Class	Hours Credit	
First Quarter					
MAT	1101A	Fundamentals of Math	3	0	3
MAS	1101	General Masonry	5	15	10
ENG	1101	Reading Improvement	3	0	3
DFT	1110	Blueprint Reading: Building Trades	1	3	2
			12	18	18
Second Quarter					
MAT	1101B	Fundamentals of Math	3	0	3
CAR	1101	Carpentry	5	15	10
ELC	1124	Electrical Installation	1	3	2
DFT	1111	Blueprint Reading and Sketching	3	0	3
			12	18	18
Third Quarter					
PSY	1101	Human Relations	3	0	3
CAR	1102	Carpentry	5	15	10
DFT	1145	Specifications and Contracts	2	0	2
PLU	1115	Plumbing Installations	2	3	3
			12	18	18
Fourth Quarter					
CAR	1124	Residential and Commercial Construction	2	18	8
MAT	1112	Construction Estimating I	3	0	3
MEC	1135	Mechanical Installations	1	3	2
BUS	1103	Small Business Operations	3	0	3
			7	23	18

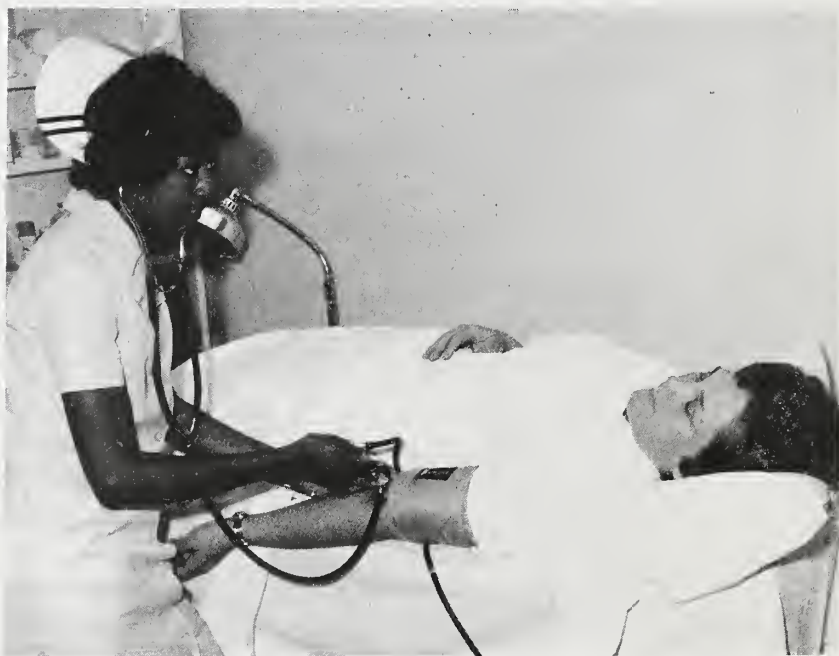
PRACTICAL NURSE EDUCATION

The objectives of the Practical Nurse Education program is to make available to qualified persons the opportunity to prepare for the Practical Nurse occupation. As a member of the health care team, the Practical Nurse participates in the care of patients of all ages, in various states of dependency, and with a variety of illness conditions.

During the one-year period of training, students take courses in basic nursing and related subjects at the Institute. They also receive a wide range of guided nursing experience in the hospital setting provided by affiliation with Union Memorial Hospital, Monroe, N. C., and Anson County Hospital, Wadesboro, N. C., where students learn patient-centered nursing care.

Graduates of accredited programs of Practical Nurse Education are eligible to take the licensing examination given by the North Carolina State Board of Nursing. This examination is given twice each year, usually in April and in September. A passing score entitles the individual to receive a license and to use the legal title of "Licensed Practical Nurse."

The Licensed Practical Nurse is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices, and in some localities, public health facilities. In all situations, the Licensed Practical Nurse functions under supervision of a registered nurse or a licensed physician.



PRACTICAL NURSE EDUCATION

			Hours Per Week	Quarter	
Course Title			Class	Lab	Hours Credit
First Quarter					
ENG	1101	Reading Improvement	2	0	2
PSY	1101	Human Relations	~~2~~ 3	0	~~3~~ 2
NUR	1101	Basic Science	5	4	6
NUR	1102	Orientation to			
		Vocational Relationships	2	0	2
NUR	1103	Introduction to Patient Care	6	6	8
			<u>18</u> 17	<u>10</u>	<u>21</u> 20
Second Quarter					
NUR	1105	Medical-Surgical Nursing I	4	0	4
NUR	1106	Obstetrics	4	0	4
NUR	1107	Pediatrics	4	0	4
		Clinical Experiences: Medical-Surgical			
		Obstetrics or Pediatrics	0	24	8
			<u>12</u>	<u>24</u>	<u>20</u>
Third Quarter					
NUR	1104	Basic Principles of			
		Drug Administration	3	0	3
NUR	1108	Medical-Surgical Nursing II	9	0	9
		Clinical Experiences: Medical-Surgical			
		Obstetrics or Pediatrics	0	24	8
			<u>12</u>	<u>24</u>	<u>20</u>
Fourth Quarter					
NUR	1110	Vocational Relationships	2	0	2
NUR	1111	Medical-Surgical Nursing III	10	0	10
		Clinical Experiences: Medical-Surgical			
		or Obstetrics	0	24	8
			<u>12</u>	<u>24</u>	<u>20</u>

WELDING

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the State.

The content of this curriculum is designed to give students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry.

The field of welding offers a person prestige, security and a future of continuous employment with steady advancement. It offers employment in practically any industry: shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe fitting, production shop, job shop and many others.

Welders join metals by applying intense heat, and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is "oxygen cutting." Of the more than 35 different ways of welding metals, arc, gas, and resistance welding are the three most important.

The principal duty of the welder using manual techniques is to control the melting by directing the heat from either an electric arc or gas welding torch, and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading.



WELDING

			Hours Per Week		Quarter
Course Title			Class	Lab	Hours Credit
<i>First Quarter</i>					
WLD	1120 ✓	Oxyacetylene Welding and Cutting	3	12	7
MAT	1101 ✓	Fundamentals of Mathematics	5	0	5
DFT	1104	Blueprint Reading: Mechanical	0	3	1
PHY	1101 ✓	Applied Science	3	2	4
ENG	1101 ✓	Reading Improvement	2	0	2
			12	17	19
<i>Second Quarter</i>					
WLD	1121 ✓	Arc Welding	3	12	7
MAT	1103 ✓	Geometry	3	0	3
DFT	1117	Blueprint Reading: Welding	0	3	1
PHY	1102	Applied Science	3	2	4
ENG	1102	Communication Skills	3	0	3
			12	17	18
<i>Third Quarter</i>					
WLD	1124 ✓	Pipe Welding	3	12	7
WLD	1123 ✓	Inert Gas Welding	1	3	2
WLD	1112	Mechanical Testing and Inspection	1	3	2
DFT	1118 ✓	Pattern Development and Sketching	0	3	1
PSY	1101	Human Relations	3	0	3
			8	21	15
<i>Fourth Quarter</i>					
WLD	1122 ✓	Commercial and Industrial Practices	3	9	6
WLD	1125 ✓	Certification Practices	3	6	5
MEC	1112	Machine Shop Processes	0	6	2
BUS	1103	Business Operation	3	0	3
			9	21	16

Course Descriptions

AIR-CONDITIONING

			Quarter		
			Hours Per Week		Hours
Course Title			Class	Lab	Credit
AHR	1101	Automotive Air Conditioning	2	3	3
General introduction to the principles of refrigeration; study of the assembly of the components necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system.					
AHR	1121	Principles of Refrigeration	3	12	7
An introduction to the principles of refrigeration, terminology, the use and care of tools and equipment, and the identification and the function of the component parts of a system. Other topics to be included will be the basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.					
AHR	1122	Domestic and Commercial Refrigeration	3	9	6
Domestic refrigeration servicing of conventional, hermetic, and absorption systems. Cabinet care, controls, and system maintenance in domestic refrigerators, freezers, and window air conditioning units is stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems is studied. The use of manufacturers' catalogs in sizing and matching system components and a study of controls, refrigerants, servicing methods is made. The American Standard Safety Code for Refrigeration is studied and its principles practiced.					
AHR	1123	Principles of Air Conditioning	3	12	7
Work includes the selection of various heating, cooling and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature, and humidity. Use is made of psychrometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed.					
AHR	1124	Air Conditioning and Refrigeration Servicing	3	6	5
Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Installation of various ducts and lines needed to connect various components is made. Shop work involves burner operation, controls, testing and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure.					
AHR	1126	All Year Comfort Systems	3	6	5
Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for "all year" comfort will be studied and set up in the laboratory. Included will be oil fired systems, gas fired systems, water circulating systems, and electric-resistance systems. Installation of heat pumps					

will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of de-icing coils, and electric wiring and controls are included in the study.

AHR 1128 Automatic Controls 3 6 5

Types of automatic controls and their function in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating; zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls.

ART

ART 205 History and Appreciation of Art 5 0 5

To establish an understanding of art, to develop an appreciation for the relation between art and man, and to study art in a cultural environment.

AUTOMOTIVE

AUT 1121 Braking Systems 3 3 4

A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair.

AUT 1123 Automotive Chassis and Suspension Systems 3 9 6

Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end and alignment.

AUT 1124 Automotive Power Train Systems 3 9 6

Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.

AUT 1125 Automotive Servicing 3 9 6

Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing.

BUSINESS

T-BUS 100 Introduction to Business 5 0 5

Designed to introduce the students to the areas of business opportunities, environmental factors, management of sole proprietorships, partnerships, corporation, personnel, operational cost and finance.
Fall and Spring.

T-BUS 101 Introduction to Business 5 0 5

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management.

T-BUS 102 Typewriting 2 3 3

Introduction to the touch typewriting system with emphasis on correct tech-

niques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.

T-BUS 103 Typewriting 2 3 3
Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.

T-BUS 104 Typewriting 2 3 3
Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms.

T-BUS 105 Retailing I 3 0 3
A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends.

T-BUS 106 Shorthand 3 2 4
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

T-BUS 107 Shorthand 3 2 4
Continued study of theory with greater emphasis on dictation and elementary transcription.

Prerequisite: T-BUS 106 or the equivalent.

T-BUS 108 Shorthand 3 2 4
Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.

Prerequisite: T-BUS 107.

T-BUS 109 Typewriting Speed Development 2 2 3
Developed to improve speed and accuracy on straight copy and letters.

T-BUS 110 Office Machines 2 2 3
A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator.

T-BUS 112 Filing 3 0 3
Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides, Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing.

T-BUS 115 Business Law 3 0 3
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

T-BUS 116 Business Law 3 0 3
Includes the study of laws pertaining to bailments, sales, riskbearing, partnership-corporation, mortgages, and property rights.

- T-BUS 119 Business Mathematics 5 0 5
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.
- T-BUS 120 Accounting Principles I 3 2 4
An introductory course which acquaints the student with the accounting terminology, basic principles, techniques, papers, and special journals used in recording transactions for a business. Practical application of the principles learned are made by working problems for a sole proprietorship.
- T-BUS 121 Accounting Principles II 3 2 4
A continuation of T-BUS, with emphasis on the use of credit instruments, inventory valuation, depreciation, internal control, payroll taxes, and partnership accounting.
Prerequisite: T-BUS 120.
- T-BUS 122 Accounting Principles III 3 2 4
This course includes the study of corporations, departments, branches, budgetary control, decision making, and statement analysis. Emphasis is placed on recording, summarizing, and interpreting accounting data.
Prerequisite: T-BUS 121.
- T-BUS 123 Business Finance 3 0 3
Financing of business units, as individuals, partnerships, corporations and trusts. A detailed study is made of short-term, long-term, and consumer financing.
- T-BUS 124 Business Finance 3 0 3
Financing, federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies.
Prerequisite: T-BUS 123.
- T-BUS 134 Secretarial Charm 2 2 3
A charm course for women. Designed to help the student recognize the importance of personal factors as they relate to job success. Emphasis is placed on poise, grooming, wardrobe planning, make-up, hair style, etiquette, and methods of self-improvement.
- T-BUS 140 Industrial Accounting 3 2 4
Basic principles of accounting for assets, liabilities, and net worth. Familiarization with the use of accounting data in the industrial setting and with cost accounting theory and practices.
- T-BUS 173 Anatomy and Terminology 5 0 5
To gain knowledge of anatomical systems and related understanding of medical terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices.
- T-BUS 181 Human Anatomy and Physiology 3 0 3
A study of the general plan of the human body and the nine systems. Designed for understanding how the body functions, moves and stands erect, distributes food and oxygen and removes waste and provides for survival.

- T-BUS 183 Terminology and Vocabulary 3 0 3
To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices.
- T-BUS 205 Advanced Typewriting 2 3 3
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents.
Prerequisite: T-BUS 104. Speed requirement, 50 words per minute for five minutes.
- T-BUS 206 Dictation and Transcription 3 2 4
Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 100 words per minute required for five minutes on new material.
Prerequisite: T-BUS 108.
- T-BUS 207 Dictation and Transcription 3 2 4
Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for five minutes on new material.
Prerequisite: T-BUS 206.
- T-BUS 208 Dictation and Transcription 3 2 4
Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material.
Prerequisite: T-BUS 207.
- T-BUS 209 Machine Transcription 2 2 3
Designed to help students learn the correct techniques of operating the transcription and dictation units plus such fundamentals of good transcription as spelling, punctuation, and letter placement. Emphasis is placed on accurate transcription of correspondence, memorandums, reports, and other documents.
Prerequisite: BUS 104 or 50 words per minute for five minutes with three or fewer errors.
- T-BUS 210 Typing Office Practice 3 0 3
A course designed to familiarize the student with the forms and routines found in a typical business. Emphasis is placed upon correct procedures and adaptability to varying office methods.
Prerequisite: T-BUS 205.
- T-BUS 211 Office Machines II 3 2 4
Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines.
Prerequisite: T-BUS 110.
- T-BUS 212 Machine Transcription — Executive 1 2 2
A study and practice course in the use of transcribing machines in business

dictation. Proficiency in word usage, correct grammar, and letter styles will be emphasized.

Prerequisite: T-BUS 103.

T-BUS	213	Office Procedures	3	2	4
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Designed to acquaint the student with the responsibilities encountered by an office worker during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, etc.

T-BUS	214	Secretarial Procedures	3	2	4
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Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.

T-BUS	215E	Office Application (Executive)	0	12	6
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During the sixth quarter only, students are assigned to work in a business, technical, or professional office for twelve hours per week. The objective is to provide actual work experience for secretarial students and an opportunity for the practical application of the skills and knowledge previously learned, according to the course of study.

Prerequisite: T-BUS 214, T-BUS 205, T-BUS 208, T-BUS 211.

T-BUS	215M	Office Application (Medical)	0	12	6
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During the sixth quarter only, students are assigned to work in a business, technical, or professional office for twelve hours per week. The objective is to provide actual work experience for secretarial students and an opportunity for the practical application of the skills and knowledge previously learned, according to the course of study.

T-BUS	217	Business Law	3	0	3
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A study of the powers, policies, methods, and procedures used by the various federal, state and local administrative agencies in promoting and regulating business enterprises. It includes a consideration of the constitutional and statutory limitations on these bodies and judicial review of administrative action.

T-BUS	219	Credit Procedures and Problems	3	0	3
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Principles and practices in the extension of credit, collection procedures, laws pertaining to credit extension and collection are included.

Prerequisite: None.

T-BUS	222	Accounting	5	2	6
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Thorough treatment of the field of general accounting providing the necessary foundation for specialized studies that follow. The course includes, among other aspects, the balance sheet, income and surplus statements, fundamental processes of recording, cash and temporary investments, and analysis of working capital.

T-BUS	223	Accounting	5	2	6
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Additional study of intermediate accounting with emphasis on investments, plant and equipment, intangible assets and deferred charges, long-term liabilities, paid-in capital, retained earnings, and special analytical processes.

- T-BUS 225 Cost Accounting 3 2 4
Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job cost, and standard cost principles and procedures; selling and distribution cost; budgets, and executive use of cost figures.
- T-BUS 227 Advanced Accounting 3 2 4
Advanced accounting theory and principles as applied to special accounting problems, bankruptcy proceedings, estates and trusts, consolidation of statements, parent, and subsidiary accounting.
Prerequisite: T-BUS 223.
- T-BUS 229 Taxes 3 2 4
Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance.
- T-BUS 232 Sales Development 3 0 3
A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.
- T-BUS 233 Personnel Management 3 0 3
Principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits and security.
- T-BUS 234 Personnel Management 3 2 4
Continued objectives, functions and organization of personnel programs; selection, training, placement, basic job analysis, classification and rating of employee's wage incentive systems; discipline and techniques of supervision; elimination and reduction of employment hazards; the collective bargaining process.
- T-BUS 235 Business Management 3 0 3
Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business—qualifications and requirements.
- T-BUS 261 Commercial Display and Design II 1 9 4
The use of fabric construction in clothing, draperies, furniture covers, bath, rugs, and carpets is introduced.
Prerequisite: None.
- T-BUS 262 Fashion in Retailing 2 2 3
This course acquaints the student with the relationship between fashion and style. Areas of study include characteristics of styles, fashion trends, coordination; application of color and design analysis.
Prerequisite: BUS 105R.
- T-BUS 266 Budget and Record Keeping 3 0 3
The basic principles, methods and procedures for preparation and operation of budgets. Special attention is given to the involvement of individual departments

and the role they play. Emphasis on the necessity for accurate record keeping in order to evaluate the effectiveness of budget planning.

Prerequisite: BUS 121R.

T-BUS	269	Auditing	3	2	4
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Principles of conducting audits and investigations; setting up accounts based upon audits; collecting data on working papers; arranging and systemizing the audit, and writing the audit report. Emphasis placed on detailed audits, internal auditing, and internal control.

T-BUS	271	Office Management	3	0	3
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Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems.

Prerequisite: None.

T-BUS	272	Principles of Supervision	3	0	3
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Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.

Prerequisite: None.

T-BUS	284M	Terminology and Vocabulary (Medical)	3	0	3
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Greater emphasis on an understanding of the terminology and vocabulary appropriate to the course to study, as it is used in business, technical, and professional offices.

Prerequisite: BUS 183M.

T-BUS	237	Wholesaling	3	0	3
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The development of wholesaling; present day trends in the United States. A study of the functions of wholesaling.

T-BUS	239	Marketing	5	0	5
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A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.

Prerequisite: None.

T-BUS	241	Sales Promotion Management	2	2	3
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The scope and activities of sales promotion with emphasis on the coordination of advertising, display, special events, and publicity. External and internal methods of promoting business; budgeting, planning, and implementing the plan.

Prerequisite: None.

T-BUS	243	Advertising	3	2	4
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The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market.

T-BUS	244	Purchasing	3	0	3
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A study of procedure in obtaining the correct items and quantities of items to provide proper production. To inform the student in the proper procedure in

acquiring produce at the lowest cost consistent with quality requirement and pro-practice of writing advertising copy for various media.

Prerequisite: None.

T-BUS 245 Retailing 3 0 3

A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends.

T-BUS 247 Business Insurance 5 0 5

A presentation of the basic principles of risk insurance and their application to the sharing of losses. A survey of the various fields and types of insurance is included.

T-BUS 249 Buying and Merchandising 2 2 3

Analyze the organization for buying; what and how much to buy. Topics included are the psychology of dealing with people, vender relations, planning merchandise assortment, inventory and stock control, pricing.

Prerequisite: BUS 105R.

T-BUS 255 Interpreting Accounting Records 3 0 3

Designed to aid the student in developing a "use understanding" of accounting records, reports and financial statements. Interpretation analysis, and utilization of accounting statements.

Prerequisite: BUS 121R.

T-BUS 260 Commercial Display and Design I 3 0 3

An introduction to basic layouts and design of commercial displays. Source and related texts discussing such design as needed by retail stores, banks, restaurants, motels and various offices, specifying equipment and fixtures required.

Prerequisite: None.

BUS 1103 Business Operations 3 0 3

An introduction to the business world, problems of business operation, basic business law, business forms and records, financial problems, ordering and inventory, layout of equipment and offices, methods of improving business, and employer-employee relations.

Prerequisite: None.

CARPENTRY

CAR 1001 Practical Carpentry 5 20 15

An eleven-week course designed to equip individuals with the necessary knowledge and skills to enable them to become employed as practical floor and wall framing carpenters. The student will study the nomenclature, care, use, storage, and safety of hand tools and portable electrical tools used in the carpentry trade. Skills will be developed through practical exercises in laboratory instruction.

Prerequisite: None.

CAR 1002 Practical Carpentry II 5 20 15

This course is a continuation of Practical Carpentry I. The student will study blueprint reading with emphasis on floor plans, foundation plans, sections and details, along with simple specifications. Emphasis will be placed on the lay-

out and the correct measure of framing and finishing structural members. Additional materials will be studied such as tongue and groove lumber, plywood, molding and sub-assemblies such as window and door units. Basic roof framing, interior and exterior trim, along with general construction methods and techniques, will be studied.

Prerequisite: CAR 1001.

CAR	1104	Carpentry: Cabinet Making	3	21	10
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Cabinet making and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical applications will include measuring, layout and construction of: base and wall cabinets, built in desk, door and window frames, stairs, and interior and exterior cornice and trim. Materials and finishes will also be studied.

Prerequisites: CAR 1101, DFT 1110.

CAR	1114	Building Codes	3	0	3
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A study is made of building codes and the minimum requirements for local, county, and state construction regulations. This involves safety, sanitation, mechanical equipment and materials. Also, a review will be made of the minimum property requirements of the Federal Housing Administration and the North Carolina State Code.

Prerequisite: CAR 1103, CAR 1104.

CAR	1101	Carpentry: Tools, Processes and Introduction to Framing	4	21	11
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A brief history of carpentry and present trends of the construction industry. The course will involve operation care and safe use of carpenters handtools and powertools in cutting, shaping and joining construction materials used by the carpenter. Major topics of study will include theoretical practical applications involving: materials and methods of construction, building layout, preparation of site, footings and foundation wall construction including form construction and erection.

Prerequisite: None.

CAR	1102	Carpentry: Framing	3	12	7
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Instruction is given in the principles and practices of frame construction beginning with the foundation sills and including: floor joist, subfloor, wall studs, ceiling joist, rafters, bridging, bracing, sheathing and interior wall partition. Roof construction includes the layout and construction methods of common types of roofs using standard rafter construction, truss construction and post and beam construction. Application and selection of sheathing and roofing is included. Consideration is given to the coordination of carpentry work with installation of the mechanical equipment such as: electrical, air conditioning, heating, and plumbing.

Prerequisites: CAR 1101, DFT 1110.

CAR	1103	Carpentry: Finishing	4	15	9
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Exterior and interior trim and finish carpentry will complete the general carpentry program. Included will be materials and methods used in finishing carpentry such as: exterior cornice, door and window trim; interior flooring, door and window facing, molding, and cornice construction; installation of hardware; and installation of built in equipment and cabinets.

Prerequisites: CAR 1103, DFT 1111.

DRAFTING AND DESIGN

T-DFT	101	Technical Drafting	0	6	2
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The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced.

Prerequisite: None.

T-DFT	102	Technical Drafting	0	6	2
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The application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions will be studied. Most important is the introduction of the graphical analysis of space problems. Problems of practical design elements involving points, lines, plans, and a combination of these elements shall be studied. Dimensioning practices for "details" and "working drawings," approved by the American Standards Association will also be included. Introduction is given to intersections and developments of various types of geometrical objects.

Prerequisite: T-DFT 101.

T-DFT	103	Technical Drafting	0	6	2
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Intersection and developments and their practical solutions. Where applicable, model solutions accompany the problems. The various techniques employed to produce and render isometric and oblique drawings, isometric, dimetric and trimetric projections, will be included.

Prerequisite: T-DFT 102.

T-DFT	201	Technical Drafting	2	6	4
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Applications and constructions of charts, graphs, and nomographs in engineering and technical data. Screw threads, springs, keys, rivets, piping, and welding symbols, methods of representing and specifying will be covered. Basic mechanisms of motion transfer, gears and cams, will be studied and drawn with emphasis on methods of specifying, calculating, dimensions, and delineating.

Prerequisite: T-DFT 103.

T-DFT	204	Descriptive Geometry	2	4	4
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Graphic analysis of space problems involving points, lines, planes, connectors, and a combination of these. Practical design problems will be stressed with analytical verification where applicable. Visualization shall be stressed on every problem.

Prerequisites: T-DFT 102, T-MAT 102.

T-DFT	205	Design Drafting I	2	6	4
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Basic design is introduced in the study of motion transfer mechanisms as they relate to power trains. Principles of design sketching, design drawing, layout drafting, detailing from layouts, production drawings and simplified drafting practices constitute areas of study. Types and methods of specifying materials and workmanship are an integral part of the course.

Prerequisites: T-DFT 204, T-MAT 102, T-PHY 102.

T-DFT 206 Design Drafting II 2 6 4
 Research to solve a problem in design by consulting various manuals, periodicals, and through laboratory experiments. A written technical report, preliminary design sketches, layout drawings, detail drawings, assembly and sub-assembly drawings, pictorial drawings, exploded pictorial assembly, patent drawings and specifications are required as a part of the problem.

Prerequisites: T-DFT 205, T-DFT 210.

T-DFT 211 Mechanisms 3 2 4
 Mathematical and drafting room solutions of problems involving the principles of machine elements. Study of motions of linkages, velocities and acceleration of points within a link mechanism; layout methods for designing cams, belts, pulleys, gears and gear trains.

T-DFT 212 Jig and Fixture Design 2 6 4
 Commercial standards, principles, practices and tools of jig and fixture design. Individual project and design work to acquaint students with the types of jigs and fixtures and their design.

DFT 1101 Schematics & Diagrams: 0 3 1
 Power Mechanics
 Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.

Prerequisite: None.

DFT 1104 Blueprint Reading: Mechanical 0 3 1
 Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes.

Prerequisite: None.

DFT 1110 Blueprint Reading: Building Trades 0 3 1
 Principles of interpreting blueprints and trade specifications common to the building trades. Development of proficiency in making three view and pictorial sketches.

Prerequisite: None.

DFT 1111 Blueprint Reading & Sketching 5 0 5
 Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, walls, devices, switches, electrical heating devices and wiring.

Prerequisite: Phy 1101.

DFT 1112 Blueprint Reading & Sketching 3 2 4
 Designed to develop abilities in reading complex drawings in the masonry field. Blueprints of residential and commercial buildings will be studied with emphasis on the plot plan, floor plan, basement and/or foundation plan, walls and various detailed drawings of masonry work.

Prerequisite: DFT 1111.

DFT 1113 Blueprint Reading: Electrical 0 3 1
 Interpretation of schematics, diagrams and blueprints applicable to electrical

installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes will be a part of this course.

Prerequisite: DFT 1110.

DFT 1116 Blueprint Reading: Air Conditioning 1 3 2

A specialized course in drafting for the heating, air conditioning and refrigeration student. Emphasis will be placed on reading of blueprints that are common to the trade; blueprints of mechanical components, assembly drawings, wiring diagrams and schematics, floor plans, heating system plans including duct and equipment layout plans, and shop sketches. The student will make tracings of floor plans and lay out air conditioning systems.

Prerequisite: DFT 1122.

DFT 1117 Blueprint Reading: Welding 0 3 1

A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.

Prerequisite: DFT 1104.

DFT 1118 Pattern Developing & Sketching 0 3 1

Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates.

Prerequisite: None.

DFT 1145 Specifications and Contracts 2 0 2

The purpose and writings of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties and mutual protection.

Prerequisite: DFT 1111.

ECONOMICS

T-ECO 102 Economics 3 0 3

The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

T-ECO 104 Economics 3 0 3

Greater depth in principles of economics, including a penetration into the position and pricing of national output, distribution of income, international trade and finance, and current economic problems.

T-ECO 108 Consumer Economics 3 0 3

Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives.

T-ECO	109	Consumer Economics	3	0	3
A continuance of Consumer Economics (T-ECO 108) and its integral participation of business enterprise.					
T-ECO	201	Principles of Economics I	5	0	5
A survey of basic economic principles, business organization, pricing mechanisms, money and banking, monetary and fiscal policy, production and distribution of national income.					
T-ECO	202	Principles of Economics II	5	0	5
A continuation of Economics 201 with emphasis on international trade and finance, comparative economic systems, and current economic problems.					

ELECTRONIC DATA PROCESSING

T-EDP	104	Introduction to Data Processing	3	2	4
Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.					
Prerequisite: None.					

ELECTRICAL

T-ELC	201	Electrical Machinery	3	0	3
A course in the basic understanding and application of electricity to modern industrial machinery. Included is a study of direct current motors, motor controls and protecting devices, transformers, and the industrial applications of this equipment.					
ELC	1102	Applied Electricity	2	3	3
The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Electrical principles and procedures for trouble-shooting of the various electrical devices used in air conditioning, heating, and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices and wiring.					
ELC	1112	Direct & Alternating Current	5	12	9
A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchhoff's Law. A study of the sources of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.					
ELC	1113	Alternating Current and Direct Current Machines & Controls	5	12	9
Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The					

basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as: thermostats, timers, or sequencing switches.

ELC 1124 Residential Wiring 5 9 8
Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes; branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.

ELC 1125 Commercial & Industrial Wiring 5 12 9
Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems.

ELECTRONICS

T-ELN 201 Industrial Controls 3 2 4
Industrial controls is the study of modern methods of controlling machinery by electronic circuitry. Machinery controls and electronic mechanisms that automatically operate machines will be studied. Types of motors, generators, control signals and devices, thyratrons, gates, switches, and servomechanism circuits are major areas of study.

ELN 1118 Industrial Electronics 3 6 5
Basic theory, operating characteristics, and application of vacuum tubes such as: diodes, triodes, tetrodes, pentodes, and gaseous control tubes. An introduction to amplifiers using triodes, power supplies using diodes, and other basic applications.

ELN 1119 Industrial Electronics 3 6 5
Basic industrial electronic systems such as: motor controls, alarm systems, heating systems and controls, magnetic amplifier controls, welding control systems using thyatron tubes, and other basic types of systems commonly found in most industries.

ENG 1101 Reading Improvement 2 0 2
Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.

ENG 1102 Communication Skills 3 0 3
Designed to promote effective communication through correct language usage in speaking and writing.

ENGLISH

T-ENG 101 Grammar 5 0 5
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying

the basic principles of English grammar in their day-to-day situations in industry and social life.

T-ENG	102	Composition	3	0	3
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Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition.

T-ENG	103	Report Writing	3	0	3
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The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.

T-ENG	105	Introduction to Transcription	3	0	3
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(Open to secretarial students only)

Designed to improve the student's ability to transcribe shorthand notes with speed and accuracy. Emphasis is placed on basic grammar, sentence structure, punctuation, spelling, and the proper use of numbers and symbols in business letters.

ENG	105	English Composition I	5	0	5
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The study and practice of expository writing. This course seeks to develop basic writing and organizational skills through attention to the principles of clear and effective self-expression and through the careful reading of selected prose essays and fiction.

ENG	106	English Composition II	5	0	5
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Prerequisite: English 105 or transferred equivalent.

The study of imaginative writing through an introduction to types of literature, and the further development of an effective writing style through reflective and critical themes and the practice of research and presentation techniques.

T-ENG	204	Oral Communication	3	0	3
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A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.

ENG	205	World Literature I	5	0	5
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Prerequisites: English 105 and 106 or equivalents.

A study primarily of Western literature, emphasizing the contributions of its greatest writers to both the representative culture and the subsequent tradition, through the Renaissance.

ENG	206	World Literature II	5	0	5
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Prerequisite: English 205.

A study of the greatest works and authors of primarily Western literature from the seventeenth to the present century.

T-ENG	206	Business Communication	3	0	3
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Develops skills in techniques in writing business communications. Emphasis is

placed on writing action—getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.

GENERAL STUDIES

EDU 1026 General Studies I 10 0 10

General Studies I is a developmental course designed to provide a program of highly individualized instruction in reading and writing including vocabulary and spelling, along with lessons in basic arithmetic and personal hygiene. Individual goals are established for each student and he is encouraged to move through the course at a level and rate consistent with his background and ability. Scheduling and organizing of the course content is highly flexible to enable the instructor to respond to the specific needs of each individual.

Prerequisite: None.

EDU 1027 General Studies II 10 0 10

General Studies II is a continuation of developmental topics in writing simple sentences and paragraphs, solving applied mathematic problems, and presenting human relations and situations. Individual goals are established for each student and he should progress at a level and rate consistent with his background and ability. Scheduling and organizing of the course content is highly flexible to enable the instructor to respond to the specific needs of each individual.

Prerequisite: EDU 1026.

GEOGRAPHY

GEO 201 Principles of Geography 5 0 5

An introductory course which studies the earth and the environment of man, emphasizing the physical patterns of climate, landforms, soils and natural resources. Recommended as a background for all other courses in geography.

HEALTH & PHYSICAL EDUCATION

HE 101 Personal Health and Hygiene 2 0 2

A course designed to meet the health knowledge requirements necessary to guide the student to a more healthful way of life. Fall or Spring.

PE 101-102M General Physical Education for Men 2 0 2

Designed to meet the needs and interests of freshman college men through physical fitness training and the development of fundamental skills in indoor and outdoor team and dual sports. Fall: soccer, touch football, basketball, wrestling. Spring: tumbling, volleyball, track, softball.

PE 101-102W General Physical Education for Women 2 0 2

Designed to meet the needs and interests of freshman college women through physical fitness training and the development of fundamental skills in indoor and outdoor individual and team sports. Fall: field hockey, soccer, basketball, modern dance. Spring: volleyball, tumbling, track, softball.

PE 215 Individual Sports II 2 0 2

A course designed to build skills and develop basic competencies and appreciations in tennis and badminton, so that the individual will participate in these activities both during his college years and in his post-college life.

HISTORY

HIST	207	American History	5	0	5
A survey of the development of the American Nation, from the discovery of America to the outbreak of the Civil War to the present. Required for all freshmen.					
HIST	208	American History (Cont'd)	5	0	5
A continuing survey of the development of the American Nation from the outbreak of the Civil War to the present.					

INDUSTRIAL SCIENCE

T-ISC	102	Industrial Safety	3	0	3
Problems of accidents and fire in industry. Management and supervisory responsibility for fire and accident prevention. Additional topics cover accident reports and the supervisor; good housekeeping and fire prevention; machine guarding and personnel protective equipment; state industrial accident code and fire regulations; the first aid department and the line of supervisory responsibility; job instruction and safety instruction; company rules and enforcement; use of safety committees; insurance carrier and the Insurance Rating Bureau; and advertising and promoting a good safety and fire prevention program.					
T-ISC	120	Principles of Industrial Management	3	2	4
The basic managerial decisions; organizational structure including plant location, building requirements, and internal factory organization; problems of factory operation and control, planning, scheduling, routing factory production, stores control, labor control, purchasing, cost control. Plant problems are utilized as lab experiments.					
T-ISC	201	Industrial Organization and Management	3	0	3
Organizational structure for industrial management; operational and financial activities, including accounting, budgeting, banking, credit and industrial risk, forecasting of markets, selection and layout of physical facilities; selection, training and supervision of personnel as found in typical industrial organizations.					
T-ISC	202	Quality Control	3	2	4
Principles and techniques of quality control and cost saving. Organization and procedure for efficient quality control. Functions, responsibilities, structure, costs, reports, records, personnel and vendor-customer relationships in quality control. Sampling inspections, process control and tests for significance.					
T-ISC	204	Value Analysis	3	0	3
The modern concept in the control of manufacturing production. This course will provide the students an opportunity to study a production system with the specific purpose of identifying unnecessary costs. The objective of the concepts and techniques of value analysis is to make possible a degree of effectiveness in identifying and removing unnecessary cost by the use of sound decisions through a common sense approach.					
T-ISC	207	Foremanship Supervision	3	2	4
The foreman's responsibility for planning, organizing, directing, controlling, and coordinating supervisory activities. It teaches the supervisor the basic functions					

of an organization and his responsibility in carrying out the objectives in accordance with the organization's plan. Included in the course are such topics as establishing lines of authority, functions of departments of units, duties and responsibilities, policies and procedures, and rules and regulations.

Prerequisite: T-BUS 272.

T-ISC 209 Plant Layout 3 2 4
A practical study of factory planning with emphasis on the most efficient arrangements of work areas to achieve lower manufacturing costs. Layouts for small and medium sized plants, layout fundamentals, selection of production equipment and materials handling equipment. Effective management of men, money and materials in a manufacturing operation.

T-ISC 210 Job Analysis and Evaluation 3 2 4
This study is based on product studies as well as personnel and wage program. The course utilizes the study of product design, value analysis, materials and processes as an intricate part of productive procedures.

T-ISC 211 Work Measurement 3 2 4
Principles of work simplification including administration of job methods improvement, motion study fundamentals and time study techniques. Use of flow and process charts; multiple activity charts, operation charts, flow diagrams and methods evaluation.

T-ISC 220 Management Problems 3 0 3
A study of personnel and production problems from the standpoint of the executive. Includes selection and development of products, control problems and techniques, development of standards, employee-employer relations, developing the executive staff. Case studies are utilized.

T-ISC 231 Manufacturing Cycles 5 0 5
Purchasing and distribution costs; consumption patterns, channels of distribution; marketing of consumer goods; shopping, specialty, agricultural and industrial goods; service marketing; functional middlement; speculation and hedging; wholesaling shipping and warehousing; exporting and trade movements; standardization and grading; pricing government regulation of competition; sales promotional activities; merchandising practices.

MASONRY

MAS 1101 Bricklaying 5 15 10
The history of the bricklaying industry. Clay and shell brick, mortar, laying foundations, laying bricks to a line, bonding, and tools and their uses. Laboratory work will provide training in the basic manipulative skills.

MAS 1102 Bricklaying 5 15 10
Designed to give the student practice in selecting the proper mortars, layout, and construction of various building elements such as foundations, walls, chimneys, arches and cavity walls. The proper use of bonds, expansion strips, wall ties and caulking methods are stressed.

MAS 1103 General Masonry 5 15 10
Layout and erection of reinforced grouted brick masonry lintels, fireplaces, glazed tile, panels, decorative stone, granite, marble, adhesive terra cotta and modular masonry construction theory and techniques.

MAS	1113	Masonry Estimating	2	3	3
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This is a practical course in quantity "take off" from prints of the more common type jobs for bricklayers and masons. Figuring the quantities of materials needed and costs of building various components and structures.

MATHEMATICS

T-MAT	101	Technical Mathematics	5	0	5
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The real number system is developed as an extension of natural numbers. Number systems of various bases are introduced. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are introduced. The application of these principles to practical problems is stressed.

T-MAT	102	Technical Mathematics	5	0	5
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A continuation of T-MAT 101. Advanced algebraic and trigonometric topics including quadratics, logarithms, determinants, progressions, the binomial expansion, complex numbers, solution of oblique triangles and graphs of the trigonometric functions are studied in depth.

T-MAT	103	Technical Mathematics	5	0	5
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The fundamental concepts of analytical geometry, differential and integral calculus are introduced. Topics included are graphing techniques, geometric and algebraic interpretation of the derivative, differentials, rate of change, the integral and basic integration techniques. Applications of these concepts to practical situations are stressed.

MAT	105	Introduction to College Mathematics	5	0	5
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Fundamental principles of mathematics including a study of elementary set theory and mathematical logic.

MAT	107	College Algebra	5	0	5
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A study of numbers, sets and functions, the real number system, quadratic equations, inequalities, systems of linear equations, matrices and determinants, the binomial theorem, exponents and logarithms, theory of equations, permutations and combinations.

T-MAT	110	Business Mathematics	5	0	5
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This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

MAT	1101	Fundamentals of Mathematics	5	0	5
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Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.

MAT	1102	Algebra	5	0	5
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Basic concepts and operations of algebra: historical background of our base-10 number system; algebraic operations: addition, subtraction, multiplication and division; fractions, letter representation, grouping, factoring, ratio and

proportions, variation; graphical and algebraic solution of first degree equations; solution of simultaneous equations by: addition and subtraction, substitution, graphing; exponents, logarithms, tables and interpolation.

MAT 1103 Geometry 3 0 3
Fundamental properties and definitions; plane and solid geometric figures, selected general theorems, geometric construction of lines, angles and plane figures. Dihedral angles, areas of plane figures, volumes of solids. Geometric principles are applied to shop operations.

MAT 1112 Building Trades Mathematics 5 0 5
Practical problems dealing with volumes, weights, ratios; mensuration; and basic estimating practices for building materials.

MAT 1115 Electrical Math 5 0 5
A study of fundamental concepts of algebra; basic operations of addition, subtraction, multiplication, and division; solution of first order equations, use of letters and signs, grouping, factoring, exponents, ratios, and proportions; solution of equations, algebraically and graphically; a study of logarithms and use of tables; an introduction to trigonometric functions and their application to right angles; and a study of vectors for use in alternating current.

MECHANICAL

T-MEC 101 Machine Processes 0 6 2
An introductory course designed to acquaint the student with basic hand tools, safety procedures and machine processes of our modern industry. It will include a study of measuring instruments, characteristics of metals and cutting tools. The student will become familiar with the lathe family of machine tools by performing selected operations such as turning, facing, threading, drilling, boring, and reaming.

T-MEC 102 Machine Processes 0 6 2
Advanced operations on lathe, drilling, boring and reaming machines. Milling machine theory and practice. Thorough study of the types of milling machines, cutters, jig and fixture devices, and the accessories used in a modern industrial plant. Safety in the operational shop is stressed.

T-MEC 111 Manufacturing Processes 3 3 4
A survey of manufacturing processes, machines, tools, and devices with regard to their capabilities, capacities, tolerances, finishes, etc. Product design, materials utilized, engineering nomenclature, and common terminology will be discussed.

T-MEC 112 Manufacturing Processes 3 3 4
Process planning of operation sequences for efficient production, tool planning, and estimating. An introduction to metallurgy as well as characteristics of non-metallic materials.

T-MEC 205 Strength of Materials 3 2 4
Study of principles and analysis of stresses which occur within machine and structure elements subjected to various types of loads such as static, impact, varying and dynamic. Analyses of these stresses are made as applied to thin-walled cylinders and spheres, riveted and welded joints, beams, columns and machine components.

T-MEC	210	Physical Metallurgy	3	3	4
Introductory course in metallurgy, a basic study of the properties of metals and alloys. Analysis of the structure of metals and alloys, atomic structure, nuclear structure, and nuclear reactions. Solid (crystalline) structures, methods of designating crystal planes; liquid and vapor phases; phase diagrams; and alloy systems.					
T-MEC	211	Physical Metallurgy	3	3	4
Properties of metals and alloys, the reactions of metals, diffusion, carburizing, metal bonding and homogenization; recrystallization and grain growth, age hardening, nitriding, internal oxidation; heat treatment of steel; laboratory experiments and demonstrations.					
T-MEC	213	Production Planning	3	3	4
Day-to-day plant direction, forecasting, product planning and control, scheduling, dispatching, routing, and inventory control. Case histories are discussed in the classroom, and courses of corrective action are developed. Drafting room layout for planning and control.					
T-MEC	217	Engineering Materials and Processes	3	3	4
An introductory study of the common materials used in engineering, such as woods, metals, concrete, plastics, etc., and the related physical testing to determine their properties and strengths. Emphasis is placed upon problem-solving and engineering application.					
T-MEC	235	Hydraulics and Pneumatics	3	3	4
The basic theories of hydraulic and pneumatic systems. Combinations of systems in various circuits. Basic designs and functions of circuits and motors, controls, electrohydraulic servomechanisms, plumbing, filtration, accumulators and reservoirs.					
T-MEC	237	Control Systems	2	4	4
Hydraulic, pneumatic, mechanical, electrical and electronic control systems and components. Basic description, analysis and explanation of operation. Typical performance characteristics, limitations on performance, accuracy, applications and their utilization in industrial processes.					
MEC	1101	Machine Shop Theory and Practice	3	12	7
An introduction to the machinist trade and the potential it holds for craftsman. Deals primarily with the identification, care and use of basic hand tools and precision measuring instruments. Elementary layout procedures and processes of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice.					
MEC	1102	Machine Shop Theory and Practice	3	12	7
Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine shaper. The student will be introduced to the basic operations on the cylindrical grinder and will select projects encompassing all the operations, tools and procedures thus far used and those to be stressed throughout the course.					
MEC	1112	Machine Shop Processes	0	6	2
To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade.					

MEC 1120 Duct Construction and Maintenance 3 6 5
 Study of various duct materials including sheet steel, aluminum, and fiber glass. Safety, sheet metal hand tools, cutting and shaping machines, fasteners and fabrication practices, layout methods, and development of duct systems. The student will service various duct systems and perform on the site repairs including ducts made of fiber glass. A study is made of duct fittings, dampers and regulators, diffusers, heater and air washers, fans, insulation and ventilating hoods.

MEC 1133 Electrical and Mechanical Maintenance 3 6 5
 To acquaint the student with the basic fundamentals of installation, maintenance and repair of machines. Miscellaneous electrical, mechanical, hydraulic, pneumatic and lubrication devices are installed and maintained. Methods of rigging and machine installation including location, leveling and fastening are covered. The use of precision measuring tools and checking for accuracy, squareness and correct center line distances is stressed for pre-start

MEC 1134 Electrical and Mechanical Maintenance 3 6 5
 A study is made of those parts of the electrical code which affect the work of the industrial maintenance electrician. Practical experience is provided in wiring, installing and connecting the various types of services for lighting, heating and power installations. Training is provided in troubleshooting in the identification and testing of circuits, in making mechanical adjustments and related maintenance operations on various machines. Schematic diagrams showing the plan of operation for each system, electrical or mechanical, are used.

MEC 1135 Mechanical Installations 1 3 2
 Installations of built-in appliances and other mechanical equipment found in the modern home or small commercial building will be studied in connection with framing and finishing of the carpentry work. Also, the worker must understand the types of plumbing, heating, air conditioning and automatic sprinkler systems to be installed along with other appliances as stoves, ovens, dishwashers and refrigerators. Field trips are recommended.

Prerequisite: None.

MEC 1140 Hydraulics—Fundamentals 3 0 3
 This course is arranged to give the student a general knowledge of the basic components of hydraulic systems, as well as a general understanding of the basic laws and formulas used in simple hydraulic calculations. Course covers such topics as the use of standard hydraulic symbols, pumps, control valves, control assemblies, actuators and basic maintenance procedures.

MUSIC

MUS 230 Introduction to the Appreciation of Music 5 0 5
 The development of knowledge and understanding of good music. Emphasis given to the history of music, outside reading, forms of music found in different periods, listening, and the relationship of music to general cultural development.

PHYSICS

T-PHY 101 Physics: Properties of Matter 3 2 4
 A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion,

gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course.

T-PHY 102 Physics: Work, Energy, Power 3 2 4
The major areas covered in this course are work, energy, and power. Instruction includes such topics as statics, forces, center of gravity, and dynamics. Units of measurement and their applications are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas.

T-PHY 103 Physics: Electricity 3 2 4
Basic theories of electricity, types of electricity, methods of production, and transmission and transforming of electricity. Electron theory, electricity by chemical action, electricity by friction, electricity by magnetism, induction voltage, amperage, resistance, horse-power, wattage, and transformers are major parts of the course.

T-PHY 106 Applied Mechanics 5 0 5
Concepts and principles of statics and dynamics. Parallel concurrent and noncurrent force systems in coplanar and noncoplanar situations. Concepts of centroids and center of gravity, moments of inertia, fundamentals of kinetics, and kinematics of velocity and motion.

PHY 1101 Applied Science 3 2 4
An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.

PHY 1102 Applied Science 3 2 4
The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power.

PLUMBING

PLU 1115 Plumbing Installations 2 3 3
The students are introduced to the tools, fittings, and equipment used by plumbers. They spend considerable time learning to handle these materials and tools correctly by: cutting pipe, threading, caulking, and sweating joints of the various kinds of pipe and tubing. Plumbing installations are made to provide practical applications. Heating devices, the storage and circulation of hot water will be studied. The student will receive practice in the installation of various plumbing fixtures and the proper use of traps. Field trips should be taken to study various types of installations.
Prerequisite: None.

POLITICAL SCIENCE

T-POL 201 United States Government 3 0 3
A study of government with emphasis on basic concepts, structure, powers, procedures and problems.

POL 201 American National Government 5 0 5
An introductory study of: (1) the basic concepts of political science, (2) a brief history and the basic principles of the constitution, (3) the structure,

functions of, and the relations between the legislative, executive and judicial branches of the national government, and (4) the relations between the national and state governments.

POWER MECHANICS

PME 1101 Internal Combustion Engine 3 12 7

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.

PME 1102 Engine Electrical and Fuel Systems 5 12 9

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.

PME 1103 Diesel Engine Servicing 3 9 6

A study and practice in the servicing and repair of diesel engines and components. A study of fuels and special handling precautions, diesel fuel systems, injectors, pumps and controls. An advanced study of diesel engine principles, design, construction, reboring and installing of cylinder sleeves, and the operation of auxiliary engine controls.

Prerequisite: PME 1102.

PME 1121 Braking Systems 3 6 5

Braking principles are studied in relation to the coefficients of friction and heat, and the expansion of materials. The operating principles of hydraulic, pneumatic, combination, and vacuum brake systems are emphasized. Laboratory instruction is offered in the installation of brake lining and shoes, shoe reconditioning, drum turning, assembling and adjusting of brake systems and servicing of auxiliary units.

Prerequisite: None.

PME 1144 Power Trains 3 9 6

A study is made of types of gears, gear reduction ratios, gear combinations, bearings, types of clutches, drive lines, universals, and hydraulics as applied to power transmissions. Laboratory instruction is offered in the repair and servicing of clutches, fluid couplings and torque converters, standard power over-drive, multiple and automatic transmissions, drive lines and universal joints, and single speed and multi-speed final drive assemblies.

Prerequisite: PME 1102. Corequisite: PME 1145.

PME 1145 Chassis and Suspension Systems 3 9 6

The principles involved in frame design, types of suspension, load weight distribution, types of steering, wheel alignment, and wheel balance are studied. The laboratory offers instruction in disassembly, inspection, reassembly, and adjustment of the components of frame and suspension systems.

Prerequisite: None.

PRACTICAL NURSING

NUR 1101 Basic Science Credit 6

This course is designed to give the beginning student an understanding of basic science principles and their relationship to practical nursing. This course includes study of the structure and functions of the human body, principles of food and nutrition and selected effects of microbiology and related to nursing.

Prerequisite: None.

NUR 1102 Orientation to Vocational Relationships Credit 2

This course is designed to assist the student in understanding herself, her vocation and the individual needs of her patients. Emphasis is placed on the development of appreciations and attitudes which will assist the student in understanding her role as a potential worker in nursing, in establishing effective relationships with her co-workers and patients, and in establishing realistic goals for herself in her personal and vocational development.

Prerequisite: None.

NUR 1103 Introduction to Patient Care Credit 8

This course is planned to provide the opportunity for students to gain a knowledge of the principles which are basic to effective and safe nursing care. Emphasis is placed on the development of the essential skills for the performance of those nursing measures that normally are the responsibility of the Licensed Practical Nurse. Lecture and planned class laboratory experience are followed by related clinical experience.

Prerequisite: None.

NUR 1104 Basic Principles of Drug Administration Credit 3

The basic concepts of drug therapy and an appreciation of the responsibilities and the necessary limitations of the Licensed Practical Nurse in the administration of medication are emphasized.

Prerequisites: NUR 1101, NUR 1103.

NUR 1105 Care of Patients with Medical-Surgical Conditions I Credit 4

This course is designed to provide the student the opportunity to gain an understanding of the nursing needs of patients who have various medical-surgical conditions and to develop further understanding of the common drugs and therapeutic measures of concern to the practical nurse. Lecture and class laboratory provide the background for selected clinical experiences.

Prerequisites: NUR 1101, NUR 1103.

NUR 1106 Obstetrics Credit 4

This course is designed to provide opportunities for students to acquire the knowledge, understanding and skill needed for rendering safe and effective nursing care to the maternity patient and newborn infant. Classroom instruction provides the background essential for planned clinical experience centered around analysis of nursing needs and formulation of a nursing care plan to meet individual patient needs.

Prerequisites: NUR 1101, NUR 1103.

NUR 1107 Pediatrics Credit 4

This course is designed to provide opportunities for students to acquire the knowledge, understanding and skills needed for rendering safe and effective nursing care of infants and children. Classroom instruction provides the back-

ground essential for planned clinical experiences centered around analysis of nursing needs and formulation of a nursing care plan to meet individual patient needs.

Prerequisites: NUR 1101, NUR 1103.

NUR 1108 Care of Patients with Medical-Surgical Conditions II Credit 9

A continuation of NUR 1105.

Prerequisites: NUR 1104, NUR 1105.

NUR 1110 Vocational Relationships Credit 2

This course is designed to orient the student to her role as a Licensed Practical Nurse. It includes the study of opportunities in practical nursing and the obligations and responsibilities of the Licensed Practical Nurse as a person, a worker and a citizen. Relationships with other members of the health team to more fully achieve the goals of nursing are emphasized throughout the course.

Prerequisite: Complete all NUR courses in previous quarters.

NUR 1111 Care of Patients with Medical-Surgical Conditions III Credit 10

This course is designed to prepare the student for participation in the care of seriously ill patients and for development in the care of selected patients. Emphasis is placed on the assisting role of the Licensed Practical Nurse. Classroom instruction provides the background for planned clinical experiences.

PSYCHOLOGY

PSY 101 Introductory Psychology 5 0 5

A systematic survey of psychology as a natural science. Specific subject matter includes: physiological basis of behavior, growth, motivation, learning, and individual differences.

T-PSY 112 Personality Development 3 0 3

Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.

T-PSY 206 Applied Psychology 3 0 3

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.

PSY 1101 Human Relations 2 0 2

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.

SOCIAL SCIENCE

T-SSC 201 Social Science 3 0 3

An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology.

T-SSC	202	Social Science	3	0	3
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A further study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual.

T-SSC	205	American Institutions	3	0	3
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A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course dwells upon current local, national, and global problems viewed in the light of our political and economic heritage.

SOCIOLOGY

SOC	201	Introduction to Sociology	5	0	5
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A study of the characteristics of human society; interrelationships of personality, society and culture; analysis of factors associated with development of man's group life and social environment; the influence of social structure upon individual behavior.

SPEECH

SPE	101	Speech Fundamentals	5	0	5
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An introduction to the nature and fundamentals of speech; a study of its principles; practice in the development of good habits.

WELDING

WLD	1101	Basic Gas Welding	0	3	1
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Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver-soldering, and flame-cutting methods applicable to mechanical repair work.

WLD	1102	Basic Arc Welding	0	3	1
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Welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder are applied in this course.

Prerequisite: None.

WLD	1112	Mechanical Testing and Inspection	1	3	2
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The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch, Charpy impact, etc.

WLD	1120	Oxacetylene Welding and Cutting	3	12	7
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Introduction to the history of oxacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.

WLD	1121	Arc Welding	3	12	7
The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment.					
WLD	1122	Commercial and Industrial Practices	3	9	6
Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection.					
WLD	1123	Inert Gas Welding	1	3	2
Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding.					
WLD	1124	Pipe Welding	3	12	7
Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME Code.					
WLD	1125	Certification Practices	3	6	5
This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds.					

CONTINUING EDUCATION

Anson Technical Institute is dedicated to providing a broad range of educational and training programs. It offers everyone an opportunity to further their education, to improve their individual efficiency, to enrich their cultural lives, and to help them become more effective members of their community. Anyone 18 years of age or older, is eligible to participate in the interesting variety of courses and programs offered by the Continuing Education Division.

The Continuing Education program is a flexible one. Classes are offered for people who wish to earn a high school diploma; for those wishing to learn new skills, or upgrade themselves; and for those with special and general interest. Thus, courses range from adult literacy training through high school diploma preparation and college preparatory classes. Supervisory training is also provided in cooperation with local industry and business.

CLASS SCHEDULES AND ENROLLMENT

Classes are scheduled at various times on campus and at locations throughout Anson County. Classes are organized on a basis of need, interest, and availability of suitable instructors and facilities. A full program is offered with classes usually meeting once or twice a week,—from two to three hours,—each session. Enrollment may be completed at the first class. Anyone enrolling after a class has been organized does so at the first class attended. A certificate of attendance is awarded upon 75% attendance in the class.

FEES AND INSURANCE

No charges are made for instruction in many of the courses. There are cost for books, supplies, materials, tools or instructional equipment used in some of the courses. Accident insurance is available for all students, and may be required for certain courses.



